DOCUMENT RESUME

ED 132 277 CE 008 449

AUTHOR Lambert, Roger H.; And Others
TITLE A Bibliography of Free Loan Materials for Distributive Education. Third Edition. Vocational Education Resource Materials.
INSTITUTION Wisconsin Univ., Madison. Wisconsin Vocational Studies Center.
SPONS AGENCY Wisconsin State Board of Vocational, Technical, and Adult Education, Madison.; Wisconsin State Dept. of Public Instruction, Madison. Bureau for Career and Manpower Development.
PUB DATE 76
NOTE 25p.; Parts of pages 4 and 8 may not reproduce well due to faint type

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS *Annotated Bibliographies; Curriculum Guides; *Distributive Education; Resource Materials; *Vocational Education

ABSTRACT

This bibliography, part of the Vocational Education Resource Materials system, is designed to: (1) Encourage and support curriculum development and instructional activities in vocational education and career development through collection and dissemination of appropriate materials, (2) supplement and complement efforts of the (Wisconsin) State Educational Agency staff and School District personnel by identifying needed resources for use in instructional workshops and with other developmental activities, and (3) encourage use of resource materials and services in all appropriate programs of teacher education and staff development (pre-service as well as in-service), and in classroom implementation. Each entry includes a call number, title, series note (not always used), edition statement (not always used), author(s), publisher's name, publisher's address (for ordering purposes), date of publication, pagination, price, grade level (when applicable), and an annotation. Information about the Vocational Education Resource Materials system, and a materials index are included. (SH)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED132277

A BIBLIOGRAPHY OF FREE LOAN MATERIALS FOR

Distributive Education

Roger H. Lambert
Geraldine E. Strey
Chris M. Olson

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Third Edition 1976

Wisconsin Vocational Studies Center
University of Wisconsin-Madison

CE 008 449

SUPPORTING STAFF AND AGENCIES
VOCATIONAL EDUCATION RESOURCE MATERIALS COLLECTION

Roger Lambert	Project Director and Associate Director, Wisconsin Vocational Studies Center
Geraldine Strev	Librarian, Vocational Education Resource Materials Center
Chris Olson	Project Assistant, Vocational Resource and Instructional Materials Identification and Collection for the Disadvantaged
Gail Jobelius	Secretary and Circulation Assistant, Vocational Education Resource Materials Center

PROGRAM AREA CONSULTANTS

Agricultural Education	Walter Bjoraker, Professor UW-Madison John Thompson, Professor UW-Madison Cletus Fontaine, Consultant WBVTAE Floyd Doering, Consultant DPI Virgil Martinson, Consultant DPI Arnold Cordes, Consultant DPI
Business Education	Russell Hosler, Professor UW-Madison James Urness, Consultant WBVTAE Donald Zahn, Consultant DPI
Distributive Education	Harland Samson, Professor UW-Madison Walter Chojnowski, Consultant WBVTAE Wayne Harrison, Jr., Consultant DPI
Career Education	Phil Perrone, Professor UW-Madison Lorran Celley, Consultant WBVTAE Bruce McConnell, Consultant WBVTAE Robert Meyer, Consultant DPI
Health Occupations	Margaret Strauss, Consultant DPI Joan Johnston, Special Project Consultant DPI Marion Franken, Specialist WVSC
Home Economics Education	Beatrice Petrich, Associate Professor UW-Madison Lois Hughes, Assistant Professor UW-Madison Helen Scheve, Consultant WBVTAE Elaine Staaland, Consultant DPI
Trade and Industrial Education	Merle Strong, Professor UW-Madison Arnold Potthast, Chief, T&I Education, WBVTAE Richard Kitzmann, Consultant DPI
Handicapped and Special Education	Lloyd Tindall, Program Associate, WVSC John Gugerty, Specialist, WVSC Harlan Klintworth, Consultant WBVTAE Preston Smeltzer, Consultant DPI James Urness, Consultant WBVTAE
Research and Development in Vocational Education	Roger Lambert, Associate Director WVSC

FUNDING

Wisconsin Department of Public Instruction, Bureau of Career and Manpower Development	Barbara Thompson, State Superintendant Ruel Falk, Director Donald Zahn, Liason
Wisconsin Board of Vocational, Technical and Adult Education	Eugene Lehrmann, State Director Cliff Zenor, Liason

COOPERATING AND ADVISORY AGENCIES

Local Wisconsin High Schools	Local Wisconsin VTAE Districts
Local Vocational Education Coordinators	Field Service Committee, VTAE
Instructional Services Committee, VTAE	Local Wisconsin High School Teachers

FREE LOAN INSTRUCTIONS
VOCATIONAL EDUCATION RESOURCE MATERIAL COLLECTION

VOCATIONAL EDUCATORS, STUDENTS AND OTHERS throughout Wisconsin are eligible to borrow materials listed in this bibliography. There are no fees charged for using materials from the Resource Materials Collection.

Managed and staffed by personnel of the Wisconsin Vocational Studies Center and the Educational Instructional Materials Center, University of Wisconsin-Madison, the collection is supported by funds from the Bureau of Career and Manpower Development, Department of Public Instruction, and the Wisconsin Board of Vocational, Technical and Adult Education.

HERE'S WHAT YOU DO:

1. Choose materials you would like to borrow.
2. Write the item order numbers on the borrower's card printed on the back cover of this bibliography.
3. Please print or type.
4. If you want materials not listed in the bibliography, please tell us the title, originator, and/or the specific subject. We'll try to get it for you.
5. Mail all requests and inquiries to:

   Wisconsin Vocational Studies Center
   Box 49, 321 Education Building
   University of Wisconsin
   Madison, Wisconsin 53706

HERE'S WHAT WE DO:

1. We'll send the materials you request (if not already on loan.)
2. We'll send materials in an envelope or package you can use to return the materials.
3. Along with the materials, you'll receive:

   ✓ a return mailing label
   ✓ a new order card
   ✓ a list of simple instructions.

4. We'll enclose a notice of the date by which the materials must be mailed back to us. Please be sure your name is with your returned materials.
5. Materials will be mailed from and MUST BE RETURNED TO:

   The address which is printed on the Return Mailing Label enclosed with the materials.

SAMPLE REQUEST CARD

PLEASE PRINT OR TYPE

YOUR NAME James Smith DATE April 6, 1976

SCHOOL OR AGENCY Madison West High School

ADDRESS 30 Ash Street, Madison, Wi 53705

PHONE (608) 238-0291 DATES WANTED: May 15 thru May 30

ITEM ORDER NUMBERS

M-60	M-84	M-42

NOTE:
MATERIALS LISTED IN BIBLIOGRAPHIES ARE FOR LOAN ONLY.

TABLE OF CONTENTS

SUPPORTING STAFF AND AGENCIES 1

EXPLANATION OF BIBLIOGRAPHIES AND FREE LOAN SYSTEM ii

04.0000 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION 1

04.01 ADVERTISING SERVICES 6

04.02 APPAREL AND ACCESSORIES 6

04.03 AUTOMOTIVE 7

04.04 FINANCE AND CREDIT 7

04.05 FLORISTRY 7

04.06 FOOD DISTRIBUTION 7

04.07 FOOD SERVICES 8

04.08 GENERAL MERCHANDISE 8

04.09 HARDWARE, BUILDING MATERIALS, FARM AND GARDEN SUPPLIES AND EQUIPMENT . . 9

04.11 HOTEL AND LODGING 9

04.12 INDUSTRIAL MARKETING 9

04.13 INSURANCE 9

04.15 PERSONAL SERVICES 10

04.16 PETROLEUM 10

04.17 REAL ESTATE 10

04.18 RECREATION AND TOURISM 11

04.19 TRANSPORTATION 11

04.20 RETAIL TRADE - OTHER 11

04.31 WHOLESALE TRADE - OTHER 12

04.99 DISTRIBUTIVE EDUCATION - OTHER . . . 12

DISTRIBUTIVE EDUCATION SLIDE CASE SETS 14

DISADVANTAGED RELATED MATERIALS 16

EXPLANATION OF THE BIBLIOGRAPHICAL FORMAT

Entries in the bibliography represent an attempt to describe individual items as completely and accurately as possible. The following example identifies the parts of a typical entry.

G-291[1] MATHEMATICS FOR THE SLOW LEARNER.[2] Research report no. 32-A.[3] 1st ed.[4] By Emma Brown and Max Witovski.[5] Deseret Publishing House,[6] 1824 Locust St. South, Salt Lake City, UT 84110;[7] 1974.[8] 329 p.[9] $19.95.[10] Middle school level.[11] "Designed for the culturally and socially disadvantaged student."[12]

1. call number
2. title
3. series note (not always used)
4. edition statement (not always used)
5. author(s)
6. publisher's name
7. publisher's address
8. Date of publication (variations: 1973? Almost certainly published in that year. 197-. Published during that decade)
9. Pagination
10. Price (if price is unknown, left blank)
11. Grade level (indicated only when grade level is not apparent from title and only on items added to collection after January 1, 1976)
12. Annotation (not always used; when in quotes, a direct quotation from the publication)

ABBREVIATIONS USED IN CATALOGING

b and w	black and white
col.	colored
comp.	compiler(s)
ed.	edition or editor(s)
et al.	and others
l.	leaves
mm	millimeter
n.d.	no date
n.p.	no place
p.	pages
rev.	revised
v.	volume(s)

EXPLANATION OF BIBLIOGRAPHIES AND FREE LOAN SYSTEM

WISCONSIN VOCATIONAL STUDIES CENTER

UNIVERSITY OF WISCONSIN-MADISON

PURPOSE - The Vocational Education Resource Materials system has been designed to:

1. Encourage and support curriculum development and instructional activities in vocational education and career development throughout the state through collection and dissemination of appropriate materials on a free loan basis;
2. supplement and complement efforts of State Educational Agency staff and School District personnel by identifying needed resources for use in instructional workshops and with other developmental activities; and
3. encourage use of resource materials and services in all appropriate programs of teacher education and staff development (pre-service as well as in-service), and in classroom implementation.

AREAS - Bibliographies exist for each of the following vocational education areas: 1)Agriculture, 2)Business Education, 3)Career Education, 4)Distributive Education, 5)Handicapped and Special Education, 6)Health Occupations 7)Home Economics, 8)Industrial Education, and 9)Research and Development.

USES - Potential uses for the Bibliographies and the materials borrowed through the system include workshops, student and teacher references, identification of curriculum aids, undergraduate and graduate student references, administrative planning, identification of materials for purchase, and other classroom or instructional uses.

LOAN PROCEDURES - Order forms are enclosed at the end of each bibliography and may be reproduced locally. Anyone wishing to borrow materials can do so by simply stating the item order numbers of the materials desired. Requests will be filled by mail on a first-come, first-served basis. In addition to mail requests, materials are available for examination and loan at the School of Education IMC, located in the Teacher Education Building, 225 N. Mills Street, Madison, WI 53706.

SOURCES OF MATERIALS AND FUNDS - The development of the Bibliographies and free loan system has been made possible through a grant from the Bureau of Career and Manpower Development, Wisconsin Department of Public Instruction, and the cooperation of the Wisconsin Board of Vocational, Technical and Adult Education.

CONTRIBUTION OF MATERIALS - Materials have been identified from throughout the United States. Materials collected as part of the on-going operation of the Wisconsin Vocational Studies Center have been included, as have many items contributed by various departments on the Madison campus and teachers throughout the state. You may wish to contribute items which you have developed in your school. If so, send them or the title and publisher to the Wisconsin Vocational Studies Center. Your suggestions are welcome too.

MATERIALS NOT INCLUDED - the bibliography does not attempt to include materials listed in readily available catalogues produced by commercial sources, government agencies or other agencies which normally supply their lists to teachers. However, some duplications may exist, but attempts have been made to avoid duplicating the ERIC, AIM, ARM, CIJE and other material lists.

DISTRIBUTION OF BIBLIOGRAPHIES - Bibliographies are distributed free to vocational and other selected educators in Wisconsin. Persons out of state or others may purchase the bibliography. Only the bibliography appropriate to the field in which the person works is supplied to an individual. Complete sets of all 9 areas are available through LVEC's at the secondary level and through the Learning Resource Centers and Division Chairmen at the post-secondary level.

PURCHASE PROCEDURE - Items may be purchased, when available, from the supplier or publisher listed in each bibliographic entry. No purchases may be made through the Center.

CODING SYSTEM - A coding system has been designed to facilitate cataloging of materials. The system incorporates Office of Education program code numbers and ERIC identification group numbers and terms. This system allows for a categorical breakdown within each program area.

UPDATES - Periodic update of bibliographies will be made as materials are added to the collection. Updates will be by program area addenda until such time as printing of an entirely new bibliography is warranted.

COMPUTERIZED INFORMATION RETRIEVAL SYSTEM - A computerized information retrieval system which accesses ERIC, AIM, ARM, and CIJE is in operation through the Wisconsin Department of Public Instruction (WIRE) and through local VTAE Districts. The computerized system will identify materials and print out titles as well as abstracts. For more information, contact the above agencies or the Wisconsin Vocational Studies Center, University of Wisconsin-Madison. The Computerized Information Retrieval System supplements the bibliography presented here.

REGIONAL CURRICULUM LABORATORY ASSOCIATION - The Center maintains contact with the Regional Curriculum Laboratory for Vocational Education located at Springfield, Illinois, through the Department of Public Instruction and the Wisconsin Board of Vocational, Technical and Adult Education. The Regional Lab provides a backup source of materials as well as a contact for information about new materials being developed throughout the nation. For searches for materials, contact the Wisconsin Vocational Studies Center, University of Wisconsin-Madison or Mr. Cliff Zenor at the Wisconsin Board of Vocational, Technical and Adult Education or Mr. Donald Zahn at the Wisconsin Department of Public Instruction.

SPECIAL SUBJECT AREA LISTINGS - Certain subject areas represented in the bibliographies cut across several program areas; thus it is advisable to look at bibliographies for other program areas as well as your own. In some cases this cross referencing has been done by the Center staff for someone else. If you have a particular need for information which cuts across service areas, such as cooperative education, metric education, work experience, evaluation, etc., you can check with the project staff to see if it has already been completed. A copy will be mailed to you if it is already available; if not, and staff time permits, we will search the collection and compile the list for you.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 020 ADMINISTRATION

D-4 PUBLIC RELATIONS FOR DISTRIBUTIVE EDUCATION. State Dept. of Education, Harrisburg, PA 17126; 1973. 9 p. Free.

D-25 POST-SECONDARY DISTRIBUTIVE EDUCATION - GUIDE FOR ADMINISTRATORS AND TEACHERS. US Dept. of Health, Education and Welfare, Washington, DC 20202; n.d. 19 p.

D-31 ADVISORY COMMITTEES HANDBOOK. Southwest Wisconsin Vocational Technical School, Fennimore, WI 53809; n.d. 35 p.

D-32 ROLE OF THE ADVISORY COMMITTEE: PROGRESSIVE AND REALISTIC EDUCATION THROUGH COOPERATION. District 6, Board of Vocational, Technical and Adult Education, 3520 30th Ave., Kenosha, WI 53140; n.d. 30 p.

D-39 ADVISORY COMMITTEE HANDBOOK. Fox Valley Technical Institute, Appleton, WI 54911; 1970-71. 74 p.

D-93 DISTRIBUTIVE EDUCATION: TEACHER-COORDINATOR'S HANDBOOK FOR MASSACHUSETTS. By Dennis M. Carey. Publication 6977, The State Dept. of Education, Div. of Occupational Education, 182 Tremont St., Boston, MA; 120 p.

D-379 POST SECONDARY DISTRIBUTIVE EDUCATION TEACHER-COORDINATOR'S HANDBOOK. By Larry W. Shellito. Minnesota Dept. of Education, Vocational-Technical Div., Capitol Square Bldg., St. Paul, MN 55101; 1976. 1 v. (various pagings).

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 040 ATTITUDES

D-361 PERSISTENCE: MOTIVATION MESSAGES. By R.M. Everhardt. Ohio Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; n.d. 8 l.

D-386 PATHWAYS TO SELF-IMPROVEMENT. By Evelyn S. Barnes. Ohio Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; 1969. 84 p. $2.50.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 050 AUDIO-VISUAL MATERIALS AND METHODS

D-250 BULLETIN BOARD IDEAS FOR DISTRIBUTIVE EDUCATION. State Dept. of Education, Office of Vocational Education, Distributive Education Services, Columbia, SC 29201, in cooperation with Clemson University, Vocational Education Media Center, Clemson, SC 29631; 1973. 17 p.

D-252 BUSINESS EDUCATION FILMS. Business Education Films, 5113 16th Ave., Brooklyn, NY 11204; n.d. Catalog.

D-284 TEACHER-COORDINATOR OPERATIONAL HANDBOOK. By Kenneth MacLaren, et. al. Clemson University, Clemson, SC 29631; 1973. Booklet - 58 p. Script - 7 p. 80 slides.

D-354 DISTRIBUTIVE EDUCATION. Clemson University, Vocational Education Media Center, Clemson, SC 29631; 1976. 80 slides, cassette tape.

D-368 A PRE-EMPLOYMENT CURRICULUM FOR DISTRIBUTIVE EDUCATION (FOR STUDENTS IN A PREPARATORY OR LABORATORY-CENTERED PROGRAM). By Harry P. Batis and Jack E. Robertson. Instructional Materials Center, Div. of Extension, University of Texas at Austin, Austin, TX; 1974. 2 v. CONTENTS: Text and transparencies.- Audio-visuals (12 cassette tapes, 10 film strips).

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 090 COUNSELING

D-392 DISTRIBUTIVE EDUCATION FOR GUIDANCE COUNSELORS. By Dan Galyean. Delaware State College, Dover, DE 19901; n.d 16 l. Mimeograph.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 110 CURRICULUM

D-1 BUSINESS, OFFICE AND DISTRIBUTIVE EDUCATION FOR NORTH DAKOTA SECONDARY SCHOOLS. State Dept. of Public Instruction and State Boards of Vocational Education, Capitol Bldg., Bismarck, ND 58501; n.d. 251 p. Free.

D-2 POST SECONDARY DISTRIBUTIVE EDUCATION: A SUGGESTED GUIDE FOR ADMINISTRATORS AND TEACHERS. US Dept. of Health, Education and Welfare, Office of Education, Washington, DC 20202; n.d. 110 p.

D-5 DISTRIBUTIVE EDUCATION CURRICULUM FOR HIGH SCHOOL PROGRAMS. Pennsylvania Dept. of Education, Harrisburg, PA 17126; n.d. 353 p. Free.

D-9 PRODUCTION AND PRODUCTION CONTROL, UNIT IV: BUSINESS AND DISTRIBUTIVE EDUCATION PROJECT. Utah State Dept. of Education, Salt Lake City, UT; n.d. 14 p.

D-10 BUSINESS ORGANIZATIONAL PROCEDURES, UNIT I: BUSINESS AND DISTRIBUTIVE EDUCATION PROJECT. Utah State Dept. of Education, Salt Lake City, UT; n.d. 27 p.

D-12 OKLAHOMA DISTRIBUTIVE EDUCATION: DEI COURSE OF STUDY. By Joe Amos. State Dept. of Vocational and Technical Education, Stillwater, OK; 1973. 350 p.

D-19 POST SECONDARY CURRICULUM GUIDE FOR DISTRIBUTIVE EDUCATION. By John E. Elias. Instructional Materials Laboratory, Distributive Education, Dept. of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, MO; 1974. 92 p. $3.00.

D-20 INDEPENDENT STUDY CONTRACT IN DISTRIBUTIVE EDUCATION. By Lester B. Kesterson and Amon Herd. Instructional Materials Laboratory, Dept. of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, MO; 1973. 33 p. $2.25.

D-21 A DISTRIBUTIVE EDUCATION CURRICULUM GUIDE FOR HIGH SCHOOL PROGRAMS IN TEXAS. By Jack E. Robertson. Instructional Materials Services, Div. of Extension, The University of Texas at Austin, Austin, TX; n.d. 168 p.

D-29 DISTRIBUTIVE EDUCATION - LINCOLN SENIOR HIGH SCHOOL. Lincoln Senior High School, Wisconsin Rapids, WI 54494; n.d. 20 p.

D-34 PROGRAM PLANNING GUIDE FOR DISTRIBUTIVE EDUCATION. Gregg-McGraw-Hill Advisory Committee for Distributive Education, Hightstown, NJ 08520; n.d. 32 p.

D-95 OKLAHOMA DISTRIBUTIVE EDUCATION III. By Don Hiebert and Linda Nielsen. Instructional Materials Center, Vocational and Technical Education, Stillwater, OK 74074; 1972. 550 p.

D-111 DISTRIBUTION 1 AND 2: SYLLABUS. State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1965. 155 p.

D-170 GUIDE TO THE PREPARATION OF A CREATIVE MARKETING PROJECT. By Frances E. Rogers. State Dept. of Education, Off. of Vocational Education, Distributive Education Section, Columbia, SC 29201, in cooperation with Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1972. 53 p.

D-171 A GUIDE TO THE PREPARATION OF A STUDIES IN MARKETING MANUAL. By Paulette E. Kinchen. State Dept. of Education, Off. of Vocational Education, Distributive Education Section, Columbia, SC 29201, in cooperation with Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1972. 59 p.

D-172 BASIC INSTRUCTION SERIES FOR DISTRIBUTIVE EDUCATION: TOPICAL OUTLINE. By Mary N. Pollack. State Dept. of Education, Distributive Education Section, Columbia, SC 29201, in cooperation with Vocational Education Media Center, Clemson University, Clemson, SC 29631; n.d. 23 p.

D-173 CURRICULUM FOR DISTRIBUTIVE EDUCATION: I. By Sharon Johnson and David Richardson. The Denver Public Schools and Div. of Occupational Education, The State Board for Community Colleges and Occupational Education, Denver, CO; 1970. 338 p.

D-174 CURRICULUM FOR DISTRIBUTIVE EDUCATION: II. By Angelo M. Daurio. Div. of Occupational Education, State Board for Community Colleges and Occupational Education, Denver, CO; n.d. 171 p.

D-175 TECHNIQUES OF THE "CO-OP" METHOD: TWO HANDS LEND A HAND TO TRAIN. By John E. Elias. Instructional Materials Laboratory, University of Missouri, Columbia, MO; n.d. 118 p.

D-176 CURRICULUM INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION: A NATIONAL STATE OF THE ART STUDY, VOL. 1. By Marvin Hirschfeld and Jerome I. Leventhal. Temple University, Distributive Education Dept., Div. of Vocational Education, Philadelphia, PA; 1973. 332 p.

D-177 CURRICULUM INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION: A NATIONAL STATE OF THE ART STUDY, VOL. 2. By Marvin Hirschfeld and Jerome I. Leventhal. Temple University, Distributive Education Dept., Div. of Vocational Education, Philadelphia, PA; 1973. 694 p.

D-178 DISTRIBUTIVE EDUCATION: TRAINING PLANS. Instructional Materials Laboratory, Dept. of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, MO, in cooperation with Career and Adult Education, State Dept. of Education, Jefferson City, MO 65101; n.d. 102 p.

D-180 DISTRIBUTIVE EDUCATION OFFICIAL HANDBOOK - ARKANSAS. Div. of Vocational, Technical and Adult Education, Dept. of Education, State of Arkansas, Arch Ford Education Bldg., Little Rock, AR 72201; n.d. 125 p.

D-182 GUIDELINES FOR COOPERATIVE VOCATIONAL EDUCATION FOR SCHOOL ADMINISTRATORS AND TEACHER-COORDINATORS. By Roberta Stell. Alaska Dept. of Education, Div. of Vocational and Adult Education, Alaska Office Bldg., Juneau, AK 99801; n.d. 176 p.

D-183 MARKETING AND DISTRIBUTIVE EDUCATION: HIGH SCHOOL COOPERATIVE PROGRAM GUIDELINES. By Eugene P. Amoroso and Tony J. Rodasta. Occupational Education Div., State Board for Community Colleges and Occupational Education, 207 State Services Bldg., Denver, CO 80203; 1973. 100 p.

D-184 MONTANA COOPERATIVE EDUCATION COORDINATORS HANDBOOK, SEPTEMBER 1972. Office of the Supt. of Public Instruction, Helena, MT 59601; 1972. 158 p.

D-185 NOTES AND WORKING PAPERS: THE NATIONAL CONFERENCE ON COOPERATIVE VOCATIONAL EDUCATION, IMPLICATIONS OF THE 1968 AMENDMENTS. University of Minnesota, Minneapolis, MN 55504; n.d. 100 p.

D-186 POST SECONDARY DISTRIBUTIVE EDUCATION CURRICULUM WORKSHOPS: FINAL REPORT OF PROJECT 19-005-151-193. By Harland E. Samson. Wisconsin Board of Vocational, Technical and Adult Education and Distributive Education Off., School of Education, University of Wisconsin-Madison, Madison, WI 53706; 1973. 200 p.

D-187 USING SIMULATIONS AND GAMES. By Jimmy G. Koeninger. Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; n.d. 29 p.

D-188 WORD PUZZLES FOR D.E. By Richard M. Everhardt. Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; n.d. 85 p.

D-258* DISTRIBUTIVE EDUCATION FROM AIM, 1967-1971. The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1972. 139 p.

D-259* A GUIDE FOR COOPERATIVE VOCATIONAL EDUCATION. College of Education, Div. of Vocational and Technical Education, University of Minnesota, Minneapolis, MN; 1969. 126 p.

D-266* POST SECONDARY DISTRIBUTIVE EDUCATION: A SUGGESTED GUIDE FOR ADMINISTRATORS AND TEACHERS. US Govt. Print. Off., Washington, DC 20402; 1969. 58 p.

D-286 COORDINATION IN COOPERATIVE VOCATIONAL EDUCATION. By Warren G. Meyer, Lucy C. Crawford, and Mary K. Klaurens. Charles E. Merrill Publishing Co., 1300 Alum Creek Dr., Box 508, Columbus, OH 43216; 1975. 315 p. $11.95.

D-319* IN-BASKET, OUT-BASKET SIMULATION. By Sandy Benner. Moorhead State College, Moorhead, MN; n.d. 200 p.

D-342 CURRICULUM GUIDE FOR MARKETING. Div. of Community Colleges and Career Education, Oregon Board of Education, 942 Lancaster Dr., NE, Salem, OR; 1974. 162 p. $2.50.

D-357 DISTRIBUTIVE EDUCATION: THE KEY TO SUCCESSFUL CAREERS IN MARKETING AND DISTRIBUTION, SALES AND MARKETING I. Minnesota State Dept. of Education, Vocational-Technical Div., Distributive Education Unit, Capitol Square Bldg., St. Paul, MN 55105; 1975. 191 p.

D-365 LEARNING-MANAGER'S GUIDE FOR TEACHER-COORDINATORS AND INSTRUCTORS USING THE INTERSTATE DISTRIBUTIVE EDUCATION CURRICULUM CONSORTIUM. 2nd ed. By Wayne Harrison, Jr. Ohio State University, I.D.E.C.C., Townshend Hall, Rm. 110, 1885 Neil Ave., Columbus, OH 43210; 1975. 1 v. (various pagings).

D-387 DISTRIBUTIVE EDUCATION GLOSSARY OF KEY WORDS: VOCATIONAL READING POWER. By Kirby Hoffman, Lisa Kaicehn and Ellen King. Oakland Schools, Pontiac, MI, distributed by Minnesota Instructional Materials Center, 3300 Century Ave., North, White Bear Lake, MN 55110; 1973. 1 v. (unpaged). "Prepared to improve the reading power of students within specialized technical programs."

D-402 SUGGESTED CURRICULUM GUIDE FOR EDUCATION FOR EMPLOYMENT, GRADE 7. Distributive Education Service, State Dept. of Education, Richmond, VA 23216; 1973. 1 v. (various pagings).

D-403 SUGGESTED CURRICULUM GUIDE FOR EDUCATION FOR EMPLOYMENT, GRADE 8. Distributive Education Service, State Dept. of Education, Richmond, VA 23216; 1973. 1 v. (various pagings).

D-404 SUGGESTED CURRICULUM GUIDE FOR EDUCATION FOR EMPLOYMENT, GRADE 9, PARTS I & II. Distributive Education Service, State Dept. of Education, Richmond, VA 23216; 1973. 2 v. in 1.

D-408 THREE-YEAR DISTRIBUTIVE EDUCATION CURRICULUM. By Ken Hoffman. Kansas State Teachers College 1200 Commercial St., Emporia, KS 66801; 1973. 30 l.

D-410 TWENTY-FIVE LESSON PLANS FOR DISTRIBUTIVE EDUCATION. Delaware State College, Distributive Education Dept., Dover, DE 19901; 1973-1975. 3 v.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 130 DEVELOPMENT

D-28 DISTRIBUTIVE EDUCATION: PROGRAM DEVELOPMENT. State Education Dept., Div. of Occupational Education Instruction, Albany, NY 12224; 1973. 18 p.

D-161 COOPERATIVE VOCATIONAL EDUCATION PROGRAMS: STAFF DEVELOPMENT. By Roy L. Butler. ERIC Clearinghouse on Vocational and Technical Education, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1973. 41 p.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 140 EDUCATION

D-17 BUSINESS EDUCATION FOR THE SEVENTIES. Ruth B. Woolschlager, ed. Office of the Supt. of Public Instruction, Vocational and Technical Education Div., Springfield, IL; 1972. 301 p.

D-162 INNOVATIVE PROJECTS IN DISTRIBUTIVE EDUCATION. By Mathew Matis. State of New Jersey, Dept. of Education, Div. of Vocational Education, Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; 1972. 31 p.

D-163 RECRUITING IN DISTRIBUTIVE EDUCATION. By Alan Charney. State Dept. of Education, Distributive Education Section, Columbia, SC 29201, in cooperation with Clemson University, Vocational Education Media Center, Clemson, SC 29531; 1971. 20 p.

D-251 EXTENDING CAREER EDUCATION BEYOND THE SCHOOLHOUSE WALLS. By Keith Goldhammer. The Center for Vocational Education, The Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1974. 23 p.

D-339-1 A COMPETENCY PATTERN APPROACH TO CURRICULUM CONSTRUCTION IN DISTRIBUTIVE TEACHER EDUCATION, FINAL REPORT, VOL. I. By Lucy L. Crawford. Virginia Polytechnic Institute, Blacksburg, VA, Educational Resource Information Center, Washington, DC; 1967. 335 l. $17.40.

D-339-3 A COMPETENCY PATTERN APPROACH TO CURRICULUM CONSTRUCTION IN DISTRIBUTIVE TEACHER EDUCATION. FINAL REPORT, VOL. III: FOOD STORES, SERVICE STATIONS AND WHOLESALING. By Lucy C. Crawford. Virginia Polytechnic Institute, Blacksburg, VA 24061; 1967. 630-942 p. $15.85.

D-339-4 A COMPETENCY PATTERN APPROACH TO CURRICULUM CONSTRUCTION IN DISTRIBUTIVE TEACHER EDUCATION. VOL. IV: HOTEL/MOTEL AND RESTAURANTS. By Lucy C. Crawford. Virginia Polytechnic Institute, Blacksburg, VA 24061; 1967. 944-1108 p.

D-339-5 A COMPETENCY PATTERN APPROACH TO CURRICULUM CONSTRUCTION IN DISTRIBUTIVE TEACHER EDUCATION, FINAL REPORT, VOL. V: PROFESSIONAL AND TECHNICAL OBJECTIVES; NATIONAL DISSEMINATION AND INTERPRETATION SEMINAR IN DISTRIBUTIVE TEACHER EDUCATION CURRICULUM DEVELOPMENT. By Lucy Crawford. Dept. of Education, Virginia Polytechnic Institute, Blacksburg, VA 24061; 1969. 1188-1428 p.

D-366 EXPLORING MARKETING OCCUPATIONS. Careers in focus series. By Gary R. Smith, Barbara Sethney Vorndran and Charles S. Winn. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1976. 3 v. $6.75. CONTENTS: Student manual.-Worksheet booklet.-Teacher's manual and key.

D-380 FACTS ABOUT DISTRIBUTIVE EDUCATION. By Ronald Applegate, et. al. Delaware State College, Dover, DE 19901; n.d. 14 p. Mimeograph.

D-381 "MR. BUSINESSMAN" OR "EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT DISTRIBUTIVE EDUCATION BUT WERE AFRAID TO ASK." By Ronald Applegate, et. al. Delaware State College, Dover, DE 19901; n.d. 8 l. Mimeograph.

D-382 IF YOU WANT TO GET AHEAD . . . MAJOR IN DISTRIBUTIVE ED! Rev. By Ronald Applegate, et. al. Delaware State College, Dover, DE 19901; 1972. 10 p. Mimeograph.

D-383 OFFICE OF EDUCATION INSTRUCTIONAL CODES, TITLES, AND DEFINITIONS FOR USE IN DISTRIBUTIVE EDUCATION. Delaware State College, Dover, DE 19901; 1972. 6 l. Mimeograph. A reprint from VOCATIONAL EDUCATION AND OCCUPATIONS, US Office of Education, 1969.

D-390 THE MAN FOR ALL REASONS: YOUR COMMUNITY'S DISTRIBUTIVE EDUCATION TEACHER-COORDINATOR. By Ronald Applegate, et. al. Delaware State College, Dover, DE 19901; n.d. 8 p. Mimeograph.

D-393 A SELECTION OF CASE STUDIES FOR PRE-SERVICE DISTRIBUTIVE EDUCATION TEACHERS. Volume I. Delaware State College, Dept. of Distributive Education, Dover, DE 19901; 1973-1974. 24 l.

D-395 HANDBOOK FOR BEGINNING TEACHERS. Delaware State College, Distributive Education Dept., Dover, DE 19901; 1975. 29 p.

D-396 GUIDELINES FOR COOPERATING TEACHERS AND STUDENT TEACHERS OF DISTRIBUTIVE EDUCATION. Dept. of Distributive Education, Delaware State College, Dover DE 19901; 1972-1973. 38 l.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 150 EMPLOYMENT

D-8 VOCATIONAL OCCUPATIONS FOR DISTRIBUTIVE EDUCATION. Pennsylvania Dept. of Education, P.O. Box 911, Harrisburg, PA 17126; 1972. 20 p.

D-14 SEQUENTIAL PROGRAMS IN SECONDARY EDUCATION FOR BUSINESS, MARKETING, AND MANAGEMENT OCCUPATIONS. State of Illinois, Board of Vocational Education and Rehabilitation, Div. of Vocational and Technical Education, 1035 Outer Park Dr., Springfield, IL 62706; n.d. 19 p.

D-15 EMPLOYMENT OPPORTUNITIES IN BUSINESS, MARKETING, AND MANAGEMENT OCCUPATIONS. State of Illinois, Board of Vocational Education and Rehabilitation, Div. of Vocational and Technical Education, 1035 Outer Park Dr., Springfield, IL 62706; n.d. 6 p.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 180 EVALUATION

D-356 (DISTRIBUTIVE EDUCATION PROGRAM EVALUATION). State Dept. of Education, Div. of Vocational Education, 233 S. 10th St., Lincoln, NB 68508; n.d. 20 p.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 210 FACILITIES

D-23 BUSINESS AND DISTRIBUTIVE EDUCATION CLASSROOMS AND FACILITIES. State Education Dept., Bureau of Business and Distributive Education, Albany, NY 12224; 1965. 46 p.

D-200* MINIMUM-MAXIMUM EQUIPMENT LIST OF PROGRAMS 04.0100-04.9900. n.p.; n.d. 3 l.

D-355 THE PHYSICAL NEEDS OF A DISTRIBUTIVE EDUCATION CLASSROOM, "EQUIPMENT AND SPACE." Nebraska State Dept. of Education, Div. of Vocational Education, 233 S. 10th St., Lincoln, NB 68508; n.d. 26 p.

D-400 FACILITIES AND EQUIPMENT FOR DISTRIBUTIVE EDUCATION PROGRAMS. By Adrian Trimpe, Raymond A. Dannenberg, and Harold J. Gelderloos. Dept. of Distributive Education, Western Michigan University, Kalamazoo, MI 49001; 1968. 72 p.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION 270 INSTRUCTION

D-6 DISTRIBUTIVE EDUCATION: TRAINING PLANS FOR HIGH SCHOOL CO-OPERATIVE DISTRIBUTIVE EDUCATION PROGRAMS. Pennsylvania State Dept. of Education, P.O. Box 911, Harrisburg, PA 17126; 1973. 85 p. Free.

D-18 BULLETIN BOARD IDEAS FOR DISTRIBUTIVE EDUCATION. Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1969. 35 p.

D-27 A COMPREHENSIVE COMMUNITY-WIDE SHOPLIFTING CAMPAIGN. New York State Dept. of Commerce, Albany, NY; n.d. 26 p.

D-30 DATA PROCESSING AS IT APPLIES TO DISTRIBUTION. By Janie Sullivan. Distributive Education, Instructional Materials Laboratory, Div. of Extension, University of Texas, Austin, TX; 1973. 113 p.

D-35 DISTRIBUTIVE EDUCATION EXPLAINED IN CAPSULE FORM. By Larry Loomis. Dept. of Education, 233 S. 10th St., Lincoln, NB 68508; n.d. 8 p.

D-91 COOPERATIVE INDUSTRIAL AND COOPERATIVE DISTRIBUTIVE EDUCATION. State Dept. of Education, Div. of Public Schools, Jefferson Bldg., Jefferson City, MO 65101; 1972. 52 p.

D-92 TECHNIQUES OF THE "CO-OP" METHOD: TWO HANDS LEND A HAND TO TRAIN. Instructional Materials Laboratory, Dept. of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, MO; n.d. 159 p.

D-94 GUIDE FOR TEACHING MARKETING I. By Mason and Rath. North Carolina State Dept. of Public Instruction, Raleigh, NC 27601; 1972. 503 p.

D-116 INTRODUCTION TO DISTRIBUTIVE EDUCATION. By R. Waugh, A. Chopp and H. Anglin. Kansas State Teachers College, Emporia, KS 66801; 1972. 55 p.

D-307 PERFORMANCE OBJECTIVES DEVELOPMENT PROJECT: DISTRIBUTIVE EDUCATION. By Dan Brown and Philip Bailey. Michigan Dept. of Education, Vocational-Technical Education Service, P.O. Box 928, Lansing, MI 48904; 1974. 100 p. Microfiche.

D-308 THE WORLD OF MARKETING AND DISTRIBUTION (PART I & II). By Gregory Moyer and Charles R. Cain. Career World, Inc., 1560 Vesta Dr., Harrisburg, PA 17112; 1973. 2 slide sets (80 colored slides). $87.50.

D-364 INDUSTRY STUDY PROJECT. By Gerald Stuhr, Clayton Lisy, and M. Robert Babcock. Minnesota Dept. of Education, Vocational-Technical Div., St. Paul, MN; 1973. 1 v. (various pagings).

D-388 HOW TO INTERVIEW: A PROGRAMMED TEXT. By F.E. Hartzler. Kansas State Teachers College, 1200 Commercial St., Emporia, KS 66801; 1973. 29 l.

D-389 METRICS MAKING DISTRIBUTION EASIER. By Gary L. Austin, Emma Roe Mack, and Bill Holmes. Distributive Education Dept., Delaware State College, Dover, DE 19901; n.d. 11 l. Mimeograph.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION 320 LIBRARY MATERIALS

D-3 STATE INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION. Supt. of Documents, US Govt. Print. Off., Washington, DC 20402; 1973. 62 p.

D-13 CAREER INFORMATION, BUSINESS, MARKETING AND MANAGEMENT OCCUPATIONS, LISTING OF PUBLICATIONS. n.p.; n.d. 4 p.

D-165 DISTRIBUTIVE EDUCATION TEACHING MATERIALS: HIGH SCHOOL, ADULT, OCCUPATIONAL WORK ADJUSTMENT, TEACHER EDUCATION. Ohio D.E. Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; 1974. 20 p.

D-169 DISTRIBUTIVE EDUCATION PUBLICATIONS: 1973-1974. Instructional Materials Services, Div. of Extension, The University of Austin, Austin, TX 78712; n.d. 17 p.

D-265* POST-SECONDARY COOPERATIVE EDUCATION ABSTRACTS. By James Smiley and Wesley Budke. ERIC Clearinghouse on Vocational and Technical Education, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Rd., Columbus, OH, in cooperation with ERIC Clearinghouse on Junior Colleges, University of California-Los Angeles, Los Angeles, CA; 1973. 49 p.

D-268* STATE INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION VOCATIONAL EDUCATION. Supt. of Documents, #887, US Govt. Print. Off., Washington, DC 20402; 1974. 58 p.

D-270* VOCATIONAL EDUCATION RESOURCE MATERIALS: A BIBLIOGRAPHY OF FREE LOAN MATERIALS FOR DISTRIBUTIVE EDUCATION. By Roger Lambert, et. al. Center for Studies in Vocational and Technical Education, University of Wisconsin-Madison, Madison, WI 53706; 1974-1975. 15 p.

D-271* VOCATIONAL EDUCATION STATE INSTRUCTIONAL MATERIALS FOR ... DISTRIBUTIVE EDUCATION. US Govt. Print. Off., Washington, DC 20402; n.d. 62 p.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION 370 ORGANIZATIONS

D-53 DELDECA: ACTIVITIES AND AWARD MANUAL. By Ronald Applegate, Doris Coleman, and Richard Stewart. Delaware State College, High School Div., Dover, DE 19901; 1972. 20 p. Free.

D-78 THINKING OF A DECA EMPLOYER-EMPLOYEE BANQUET? By Blanche M. Curran. Dept. of Education, Box 911, Harrisburg, PA 17126; n.d. 21 p. Free.

D-97 PENNSYLVANIA ASSOCIATION DECA CHAPTER TREASURER'S BOOK. State Education Dept., Harrisburg, PA 17126; n.d. 10 p.

D-352** MANAGEMENT BY OBJECTIVES - A CHAPTER MANAGEMENT SYSTEM FOR VOCATIONAL STUDENT ORGANIZATIONS. Staples Area Vocational Technical Institute, Staples, MN; n.d. 90 p.

D-358** DISTRIBUTIVE EDUCATION, THE KEY TO SUCCESSFUL CAREERS IN MARKETING AND DISTRIBUTION, ADVISOR'S GUIDE. Minnesota State Dept. of Education, Vocational-Technical Div., Distributive Education Unit, St. Paul, MN 55101; n.d. 15 p.

D-359 CAN DECA REALLY BE FUN? Prepared by the 1972-1973 Junior Collegiate DECA Officers. Distributive Education Clubs of America, 200 Park Ave., Falls Church, VA 22046; 197-. Unpaged pamphlet.

D-391 ADVISORY COMMITTEES FOR DISTRIBUTIVE EDUCATION. Delaware State College, Dover, DE 19901; n.d. 12 p. Mimeograph.

D-397 TEACHING PARLIAMENTARY PROCEDURE: LEADERSHIP TRAINING GUIDE FOR DECA OFFICERS. By Clayton Riley. Distributive Education Dept., Grise Hall, Rm 521, Western Kentucky University, Bowling Green, KY 42101; 1974. 112 l. $1.00.

D-398 LEADERSHIP DEVELOPMENT: A TRAINING GUIDE FOR DECA CHAPTER ADVISORS. A teaching procedure for distributive education teacher-coordinators. By Clayton Riley. Distributive Education Dept., Grise Hall, Rm 521, Western Kentucky University, Bowling Green, KY 42101; 1974. 99 l. $1.00.

D-399 LEADERSHIP TRAINING GUIDE FOR DECA CHAPTER OFFICERS: DUTIES OF LOCAL OFFICERS. By Clayton Riley. Distributive Education Dept., Grise Hall, Rm 521, Western Kentucky University, Bowling Green, KY 42101; 1975. 133 l. $1.00.

D-400 DECA HANDBOOK. 8th Revision. Distributive Education Clubs of America, Inc., Falls Church, VA 22046; 1975. 121 p. $3.00.

D-401 DECA LOCAL CHAPTER LEADERSHIP HANDBOOK. Distributive Education Dept., Delaware State College, Dover, DE 19901; n.d. 157 p.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 410 PROGRAMS

D-22 DISTRIBUTIVE EDUCATION FOR THE DISADVANTAGED. By Melvin Schwartz. Vocational Curriculum Laboratory, Rutgers-The State University, Bldg. 4103, Kilmer Campus, New Brunswick, NJ 08901; 1971. 35 p. $.50.

D-26 SALEABLE SKILLS FOR ADULTS WITH SPECIAL NEEDS. By Dr. Carroll B. Coakley. Interstate Printers and Publishers, Inc., Danville, IL 61832; n.d. 115 p.

D-33 DIRECTORY OF POST-SECONDARY RETAILING AND MARKETING VOCATIONAL PROGRAMS. American Vocational Association, Inc., 1025 15th St. NW, Washington, DC 20005; 1968. 65 p.

D-114 DISTRIBUTIVE EDUCATION: THE KEY TO SUCCESSFUL CAREERS IN MARKETING AND DISTRIBUTION. Minnesota State Dept. of Education, Vocational-Technical Div., St. Paul, MN 55101; n.d. 250 p.

D-166 A COMPREHENSIVE PROCESS FOR DEVELOPING TRAINING PLANS IN DISTRIBUTIVE EDUCATION. By Jimmy G. Koeninger, Robert G. Whittington and Gregory L. Williams. Dept. of Vocational Education, University of Northern Colorado, Greeley, CO 80639, under contract with the State Board for Community Colleges and Occupations Education, 297 State Services Bldg., Denver, CO 80203; n.d. 82 p.

D-167 DISTRIBUTIVE EDUCATION REPORT. Distributive Education Resource Center in cooperation with Wisconsin Dept. of Public Instruction, Madison, WI 53706; n.d. 20 p.

D-168 INDIVIDUAL AND GROUP PROJECTS FOR D.E. II. Jefferson County Distributive Education Coordinators in cooperation with Div. of Occupational Education, State Board for Community Colleges and Occupational Education, 297 State Services Bldg., Denver, CO 80203; n.d. 50 p.

D-476 SUGGESTIONS FOR DISTRIBUTIVE EDUCATION PERSONNEL TO ASSIST BUSINESS IN DISADVANTAGED AREAS. Project DE-SBA, Distributive Education and Small Business Administration. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103, Kilmer Campus, New Brunswick, NJ 08903; 1971. 28 l. $.75.

D-477 DISTRIBUTIVE EDUCATION FOR THE DISADVANTAGED. By Melvin Schwartz. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103, Kilmer Campus, New Brunswick, NJ 08903; 1971. 35 p. $.75.

D-478 SUGGESTED DECA PROJECTS FOR INNER CITY SCHOOLS OF NEW JERSEY. By Ferdinando C. Scaccetti. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103, Kilmer Campus, New Brunswick, NJ 08903; 1970. 18 l. $.75.

D-479 DISTRIBUTIVE EDUCATION SPECIAL NEEDS CONSIDERATION: THE DISADVANTAGED. By Gene Dolnick. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103, Kilmer Campus, New Brunswick, NJ 08903; 1972. 17 l. $.75.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 450 RESEARCH

D-24 PROBLEMS IN DISTRIBUTIVE EDUCATION. By Charles Peck. Graduate School of Business Administration, University of Washington, Seattle, WA; 1969. 19 p.

D-362 "Using computer data processing in distributive occupations." By Sharon K. Conlan. n.p.; 1975. 197 p. Adapted from the author's master's thesis "Computer Data Processing Competencies Needed by Personnel in Selected Distributive Occupational Categories," University of Minnesota.

D-384 DISADVANTAGED AND NON-DISADVANTAGED URBAN HIGH SCHOOL STUDENTS' PERCEPTIONS OF WORK WITHIN GENERAL MERCHANDISE RETAIL DEPARTMENT STORES. By James Gordon Bennet, Jr. Ohio Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; n.d. 100 p. $1.00.

D-385 FACTORS CONTRIBUTING TO THE ENROLLMENT OF DISADVANTAGED (ESPECIALLY BLACK) IN JUNIOR COLLEGE MARKETING AND RELATED MANAGEMENT PROGRAMS. Professional bulletin series no. 27. Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; 1973. 27 p. $1.00.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 500 STANDARDS

D-394 STATE AND TERRITORIAL CERTIFICATION REQUIREMENTS FOR DISTRIBUTIVE EDUCATION PERSONNEL. By Emma Banks. Distributive Education Dept., Delaware State College, Dover, DE 19901; n.d. 4 l.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 510 TECHNIQUES

D-52 MODEL STORE SIMULATION: GUIDELINES FOR PLANNING MODEL STORE PROGRAMS. By John Lobben. Minnesota State Dept. of Education, Vocational-Technical Div., Capitol Square Bldg., 550 Cedar St., St. Paul, MN 55101; n.d. 20 p. Free.

D-405 SEEK AND FIND: GAMES, CROSSWORDS. VOL. I. Reynold A. Harris, ed. Delaware State College, Dover, DE 19901; 1975. 84 p.

D-406 GAMES, PUZZLES AND BRAINTEASERS FOR RAINY DAYS, VOL. II. Delaware State College, Dover, DE 19901; 1975. 32 p.

D-407 METHODS OF TEACHING DISTRIBUTIVE EDUCATION. By Ronald Applegate, et. al. Delaware State College, Dover, DE 19901; 1973-1974. 3 v. of transparency masters.

04.00.00 DISTRIBUTIVE EDUCATION, GENERAL INFORMATION/ 520 TESTS

D-38 SAMPLE TEST ITEMS FOR DISTRIBUTION AND MARKETING IN 11TH GRADE. State Education Dept., Div. of Occupational Education Instruction, Bureau of Distributive Education, Albany, NY 12210; n.d. 55 p.

04.01 ADVERTISING SERVICES/ 050 AUDIO-VISUAL MATERIALS AND METHODS

D-412 ADVERTISING COPYWRITER/DISPLAY SPECIALIST. Careers in focus-1. Gregg Div., McGraw-Hill, Manchester Rd., Manchester, MO 63011; 1976. Cassette tape.

04.01 ADVERTISING SERVICES/ 080 COMMUNICATIONS

D-369 WORKING WITH THE PRESS, RADIO AND T.V. A HANDBOOK ON PUBLICITY. Multifoods Corp., 1200 Multifoods Bldg., Minneapolis, MN 55402; n.d. 10 l.

D-370 PUBLICITY WRITING. By Orlan Skare. Minnesota Dept. of Education, Vocational-Technical Div., St. Paul, MN; 1974. 11 l.

04.01 ADVERTISING SERVICES/ 110 CURRICULUM

D-190 ADVERTISING, 3rd. ED. By John S. Wright, Daniel S. Warner and Willis L. Winter, Jr. McGraw-Hill Book Co., New York, NY; 1971. 816 p.

D-281 ADVERTISING: A UNIT OF STUDY IN THE VIRGINIA DISTRIBUTIVE EDUCATION CURRICULUM. Distributive Education Service, State Dept. of Education, Richmond, VA 23216; 1973. 435 p. $4.50.

04.01 ADVERTISING SERVICES/ 270 INSTRUCTION

D-40 ADVERTISING AND ADVERTISING ART. By Laura H. Murphy. Distributive Education, Div. of Occupational Education, State Dept. of Public Instruction, Raleigh, NC 27601; n.d. 125 p.

D-41 VISUAL MERCHANDISING THROUGH DISPLAY. State Education Dept., Bureau of Continuing Education Curriculum Development, Bureau of Secondary Curriculum Development, Albany, NY 12224; 1972. 81 p.

D-54 ADVERTISING AND DISPLAYING MERCHANDISE. By Harland E. Samson. South-Western Publishing Co., Cincinnati, OH; 1967. 218 p.

D-69 CHECKLIST FOR SUCCESSFUL RETAIL ADVERTISING. By Charles T. Lipscomb, Jr. Small Business Administration, Washington, DC; 1973. 4 p. Free.

D-70 POINTERS ON DISPLAY LIGHTING. By Charles B. Elliott. Small Business Administration, Washington, DC; 1972. 8 p. Free.

D-71 INTERIOR DISPLAY: A WAY TO INCREASE SALES. By Gabriel M. Valenti. Small Business Administration, Washington, DC; 1972. 4 p. Free.

D-117 SHOW CARD LETTERING AND LAYOUT. By K. Hoffman. Kansas State Teachers College, Emporia, KS 66801; 1972. 33 p.

D-191 ADVERTISING PAYS. By Guy Baggett with Dr. Neal Vivian and Mr. Carl Clous. Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; n.d. 15 p.

D-413 CAREERS IN ADVERTISING (SOCIAL STUDIES). Rev. By Emma Brown and Sharon Dudley. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 27, 45 p. $1.00. "Recommended for use in grades 7-12."

D-414 CAREERS IN ADVERTISING (MATHEMATICS). Rev. By Eric Smith and Sherrie Branyon. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 27, 43 p. $1.00. "Recommended for use in grades 7-12."

D-415 CAREERS IN ADVERTISING (SCIENCE). Rev. By Mary Young, Glenn Huovinen and Jim Murray. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 27, 58 p. $1.00. "Recommended for use in grades 7-12."

D-416 CAREERS IN ADVERTISING (LANGUAGE ARTS). Rev. By Lynn Melton, et al. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 27, 24 p. $1.00. "Recommended for use in grades 7-12."

D-417 ADVERTISING THEORY AND PRACTICE. 9th ed. By C.H. Sandage and Vernon Fryburger. Richard D. Irwin, Inc., 1818 Ridge Rd., Homewood, IL 60430; 1975. 703 p. $12.50.

D-418 RETAIL ADVERTISING AND SALES PROMOTION. 3rd ed. By Charles M. Edwards, Jr., and Russell A. Brown. Prentice Hall, Inc., Englewood Cliffs, NJ; 1959. 705 p. $13.95.

D-419 ADVERTISING: MASS COMMUNICATION IN MARKETING. 3rd ed. By James E. Littlefield and C.A. Kirkpatrick. Houghton Mifflin Co., 551 5th Ave., New York, NY 10017; 1970. 544 p. $14.95.

D-420 ADVERTISING. By Charles H. Martin and Cinda L. Cyrus. Instructional Materials Services, Div. of Extension, University of Texas at Austin, Austin, TX 78712; 1972. 113 p. $4.50. Secondary level.

D-421 FUNDAMENTALS OF GOOD SIGNING. Reynolds Print-a-sign Co., 9830 San Fernando Rd., Pacoima, CA 91331; n.d. 15 l. $2.00.

D-422 HOW TO WRITE A BETTER SIGN MANUAL AND INFLUENCE SALES. Reynolds Print-a-sign Co., 9830 San Fernando Rd., Pacoima, CA 91331; n.d. 1 v. (unpaged). $1.75.

04.02 APPAREL AND ACCESSORIES/ 110 CURRICULUM

D-102 FASHION MERCHANDISING. Fashion Institute of Technology, New York, NY, US Govt. Print. Off., Washington, DC 20402; 1973. 97 p.

D-108 APPAREL DESIGN AND PRODUCTION. Fashion Institute of Technology, New York, NY, US Govt. Print. Off., Washington, DC 20402; 1972. 111 p. $1.40.

D-43 COOPERATIVE FASHION MERCHANDISING II, CURRICULUM GUIDE. Distributive Education, Div. of Occupational Education, North Carolina Dept. of Public Instruction, Raleigh, NC 27601; 1972. 400 p.

D-192 FASHION MERCHANDISING. By Mary D. Trexell and Beatrice Judelle. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1971. 406 p.

D-193 FASHION MERCHANDISING: INSTRUCTOR'S MANUAL AND KEY. By Mary D. Trexell and Beatrice Judelle. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1971. 44 p.

04.02 APPAREL AND ACCESSORIES/ 140 CAREER EDUCATION

D-105 CAREER EXPLORATION IN THE FASHION INDUSTRY. US Govt. Print. Off., Washington, DC 20402; 1973. 65 p.

04.02 APPAREL AND ACCESSORIES/ 270 INSTRUCTION

D-42 INSTRUCTIONAL PROJECTS. The University of the State of New York, State Education Dept., Div. of Occupational Education Instruction, Albany, NY 12224; n.d. 19 p.

D-115 TEXTILE. Fashion Institute of Technology, New York, NY, US Govt. Print. Off., Washington, DC 20402; 1973. 111 p.

D-44 SELLING FASHION APPAREL. By Eleanor Mullikin and Harland Samson. South-Western Publishing Co., 355 Conde St., West Chicago, IL 60185; 1971. 225 p.

D-320** FASHION MERCHANDISING CAREER EXPLORATION LEARNING MATERIALS PACKET. ADMINISTRATOR'S MANUAL. By Karen Palmer. Anoka Hennepin District #11, Box 191, Anoka, MN 55303; 1974. 77 p.

04.03 AUTOMOTIVE/ 270 INSTRUCTION

D-484 AUTO PARTSMAN, STUDENT'S MANUAL. By Troy Notgrass. Instructional Materials Center, Div. of Extension, University of Texas, Austin, TX 78712; 1975. 171 p. $14.95.

D-485 AUTOMOTIVE WHOLESALER COUNTERMAN'S HANDBOOK. Service Corporation, Automotive Service Industry Assn., 230 N. Michigan Ave., Chicago, IL 60601; 1963, repr. 1971. 80 p.

04.03 AUTOMOTIVE/ 350 OCCUPATIONS

D-347** AN ANALYSIS OF THE AUTOPARTS COUNTERPERSON OCCUPATION. By Christos G. Christ and James B. Deluzin. The Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1974. 105 p.

04.04 FINANCE AND CREDIT/ 050 AUDIO-VISUAL MATERIALS AND METHODS

D-272* NOTES AND INTEREST, CALCULATING INTEREST. n.p.; n.d. Slides.

D-275* LIENS AND JUDGEMENTS. n.p.; n.d. Cassette.

04.04 FINANCE AND CREDIT/ 110 CURRICULUM

D-11 COURSE OUTLINE ON FISCAL POLICIES AND COMPANY OPERATION, UNIT II, BUSINESS AND DISTRIBUTIVE EDUCATION PROJECT. Utah State Dept. of Education, Salt Lake City, UT; n.d. 27 p.

D-195 CONSUMER ECONOMIC PROBLEMS, 8th ED. By Rowan F. Warnke, Eugene D. Wyllie, W. Harmon Wilson, and Elvin S. Eyster. South-Western Publishing Co., Cincinnati, OH; 1971. 665 p.

D-196 CREDIT COLLECTIONS. Mississippi State University Research and Curriculum Unit for Vocational and Technical Education, Mississippi State, MS, in cooperation with Div. of Vocational and Technical Education, State Dept. of Education, Jackson, MS; 1968. 51 p.

D-197 HOW TO MAKE $50,000: LESSON III OF LIVING SKILLS SERIES. Rehabilitation Research Foundation, Elmore, AL; 1966. 10 p.

D-198 INTRODUCTION TO CREDIT: LESSON VII OF LIVING SKILLS SERIES. Rehabilitation Research Foundation, Elmore, AL; 1966. 19 p.

D-199 PRINCIPLES OF CREDITS AND COLLECTIONS: INSTRUCTOR'S GUIDE. By William E. Johnson and H.E. Ruppert. State Dept. of Education of Louisiana, Baton Rouge, LA; n.d. 50 p.

D-200 CASHING CHECKS. The National Cash Register Co., Dayton, OH; 1968. 87 p.

D-201 CASH OR CHARGE. By R. Everhardt. The Distributive Education Materials Laboratory, The Ohio State University, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; n.d.

D-249 USING BANK SERVICES. By Caroline J. Backner. Banking Education Committee, The American Bankers Assn., 1120 Connecticut Ave., N.W., Washington, DC 20036; n.d. 47 p.

D-267* PROMISSARY NOTES: PREREQUISITE/GENERAL OBJECTIVES. n.p.; n.d. 9 p.

D-309* CASH DISCOUNT, PREREQUISITE/GENERAL OBJECTIVES. n.p.; n.d. 7 p.

04.04 FINANCE AND CREDIT/ 140 EDUCATION

D-239 YOUR FUTURE: CAREERS IN CONSUMER CREDIT. National Consumer Finance Assn., 1000 16th St. NW, Washington, DC 20036; 1973. 19 p.

D-243 ASSISTANT BANK MANAGER: REAL PEOPLE AT WORK, CAREER VIGNETTE SERIES. By Linda J. Kunze. Educational Research Council of America, Rockefeller Bldg., 614 W. Superior, Cleveland, OH 44113; 1974. 35 p.

04.04 FINANCE AND CREDIT/ 270 INSTRUCTION

D-58 CREDIT AND COLLECTIONS. By Donald P. Kihns. South-Western Publishing Co., Cincinnati, OH; 1968. 134 p.

D-423 CREDITS AND COLLECTIONS: MANAGEMENT AND THEORY. 8th Ed. By Theodore N. Beckman and Ronald S. Foster. McGraw-Hill Book Co., 1221 Avenue of the Americas, New York, NY 10036; 1969. 724 p. $10.80.

04.04 FINANCE AND CREDIT/ 350 OCCUPATIONS

D-331* AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION. By Tom Wyatt and Larry Ulrich. Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, OH 43210; 1974. 26 p.

04.05 FLORISTRY/ 350 OCCUPATIONS

D-352* AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION. By Karle A. Lucal. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 129 p.

D-353* AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION. By John E. Cheetwood and John R. Connell. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 25 p.

04.06 FOOD DISTRIBUTION/ 080 COMMUNICATIONS

D-77 DECA OFFICER AND MEMBERSHIP TRAINING KIT. By Blanche M. Curran. Dept. of Education, Box 911, Harrisburg, PA 17126; n.d. 25 p. Free.

04.06 FOOD DISTRIBUTION/ 110 CURRICULUM

D-371 MINNESOTA SUPERMARKET MANAGEMENT CURRICULUM GUIDELINES. Minnesota Statewide Advisory Committee and Minnesota Food Retailers Assn. Minnesota Dept. of Education, Vocational-Technical Div., Capitol Square Bldg., St. Paul, MN 55101; n.d. 75 p.

04.06 FOOD DISTRIBUTION/ 140 EDUCATION

D-340 IN-BASKET PROGRAM FOR MANAGEMENT TRAINEES, LEVEL ONE: BIGS SUPERMARKET. By Gene A. German. Chain Store Publishing Corp., 2 Park Ave., New York, NY 10016; 1973. 3 v..

04.06 FOOD DISTRIBUTION/ 150 EMPLOYMENT

D-45 FOOD DISTRIBUTION: "THE SUPERMARKET," ENTRY OCCUPATIONS. State Dept. of Education, Office of Vocational Education, Distributive Education Section, Columbia, SC 29201; 1971. 49 p.

04.06 FOOD DISTRIBUTION/ 270 INSTRUCTION

D-46 DISTRIBUTIVE EDUCATION: FOOD DISTRIBUTION. State Education Dept., Div. of Occupational Education Instruction, Albany, NY 12224; n.d. 10 p.

D-33 PERSONAL QUALITIES FOR SUCCESS IN DISTRIBUTION. The University of Texas, Div. of Extension, Distributive Education Dept., and Texas Education Agency, Vocational Education, Distributive Education Section, Austin, TX; 1972. 50 p. $1.50.

04.07 FOOD SERVICES/ 110 CURRICULUM

D-343 CURRICULUM GUIDE FOR FOOD SERVICE OCCUPATIONS. Div. of Community Colleges and Career Education, Oregon Board of Education, 942 Lancaster Dr., NE, Salem, OR 97310; 213 p. $2.50.

D-425 FOOD SERVICE. By Melvin S. Hatchett. Distributive Education Instructional Materials Laboratory, Div. of Extension, University of Texas at Austin, Austin, TX 78712; 1970, 1973. 141 p. $6.00. Secondary level.

D-426 FOOD SERVICE TRADES. Vermont curriculum project. 1974-1975. Vermont State Dept. of Education, Montpelier, VT 05602; 1975. 1 v. (various pagings). Secondary level.

D-427 BUS BOY. By Dorothy Gregory and Linda Cheatum. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 1973. 1 v. (various pagings). $.85. Secondary level.

D-428 SANDWICH MAKER. By Dorothy J. Gregory, Carol Howard and Edward Rapacz. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 1973. 1 v. (various pagings). $1.35. Secondary level.

D-429 WAITER AND WAITRESS. By Dorothy J. Gregory, et. al. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 1973. 1 v. (various pagings). $2.00. Secondary level.

D-430 SALAD GIRL. By Dorothy J. Gregory, Carol Howard, and Edward Rapacz. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 1973. 1 v. (various pagings). $1.35. Secondary level.

04.07 FOOD SERVICES/ 270 INSTRUCTION

D-47 FOOD SERVICE SELLING. University of Texas, Div. of Extension, Industrial and Business Training, Austin, TX; 1973. 56 p. $3.00.

D-337* PROPER HANDWASHING. Goodwill Industries, Milwaukee Area; 1972. 15 p.

D-424 FOOD AND BEVERAGE COST CONTROLS. By Bruno Maizel. Bobbs-Merrill Co., Inc., 4300 West 62nd St., Indianapolis, IN 46268; 1971. 202 p. $7.00.

D-431 STARTING AND MANAGING A SMALL DRIVE-IN RESTAURANT. Starting and managing series, v. 23. By Francis X. McKenna. Small Business Administration; for sale by the Supt. of Docs., US Govt. Print. Off., Washington, DC 20402; 1972. 65 p. $.90.

04.07 FOOD SERVICES/ 350 OCCUPATIONS

D-336* AN ANALYSIS OF THE CATERING OCCUPATION. By David A. Comisar and Marian L. Earnhart. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1974. 94 p.

04.07 FOOD SERVICES/ 450 RESEARCH

D-344 A SURVEY INSTRUMENT FOR IDENTIFYING CLUSTERS OF KNOWLEDGE AND COMPETENCIES ASSOCIATED WITH PERFORMANCE OF FOOD SERVICE WORK. By Harold F. Rahnlow, et. al. Dept. of Education, Washington State University, Pullman, WA, distributed by Education Resources Information Center, Document Reproduction Service, Washington, DC 20202; 1966. 12 l. $1.00.

04.08 GENERAL MERCHANDISE/ 050 AUDIO-VISUAL MATERIALS AND METHODS

D-277* CASH DISCOUNTS. n.p.; n.d. Cassette.

04.08 GENERAL MERCHANDISE/ 080 COMMUNICATIONS

D-232 COMMUNICATIONS IN MARKETING. By Kenneth L. Rowe and Hallie C. Jimerson. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1971. 2 v. CONTENTS: V. 1: Text.-V. 2: Teacher's manual and key.

04.08 GENERAL MERCHANDISE/ 110 CURRICULUM

D-204 BUDGETING: KEY TO PLANNING AND CONTROL - PRACTICAL GUIDELINES FOR MANAGERS. Rev. By Reginald L. Jones and H. George Trentin. American Management Assn., Inc., 135 W. 50th St., New York, NY 10020; 1971. 308 p.

D-205 DEPARTMENT STORE PROBLEMS. By Sandy Benner. Ohio Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; n.d. 93 p.

D-206 DISTRIBUTIVE EDUCATION, FIRST YEAR SERIES, UNIT II: MERCHANDISING. The Florida Dept. of Education, Div. of Vocational Education, Tallahassee, FL; n.d. 143 p.

D-209 WOMEN'S READY-TO-WEAR ANSWER BOOK. By Louise Nicholson Kishi. Distributive Education Instructional Materials Laboratory, Div. of Extension, the University of Texas at Austin, Austin, TX; 1970. 53 p.

D-240 SELECTING AND BUYING MERCHANDISE. By Harland E. Samson and G. Dean Palmer. D-30 Southwestern Publishing Co., Cincinnati, OH; 1974. 181 p.

D-269* UNDERSTANDING WHEN AND WITH WHOM TO PLACE MERCHANDISING: RETAIL BUYING 104-123. By D. Gennrich. Waukesha County Technical Institute, Pewaukee, WI 53072; n.d. 12 p.

D-257* VISUAL MERCHANDISING: COURSE OUTLINE. By L. Grundle and G. Schornack. Dept. of Marketing, Waukesha County Technical Institute, 800 Main St., Pewaukee, WI 53072; n.d. 10 p.

D-278 VISUAL MERCHANDISING: A UNIT OF STUDY IN THE VIRGINIA DISTRIBUTIVE EDUCATION CURRICULUM. By Kay Brown. Distributive Education Service, State Dept. of Education, Richmond, VA 23216; 1972. 288 p. $2.00.

04.08 GENERAL MERCHANDISE/ 140 EDUCATION

D-210 CAREERS IN MARKETING. By James A. Bikkie. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1971. 2 v. CONTENTS: V. 1. Text.-V. 2. Teacher's manual and key.

D-339-2 A COMPETENCY PATTERN APPROACH TO CURRICULUM CONSTRUCTION IN DISTRIBUTIVE TEACHER EDUCATION. FINAL REPORT, VOL. II: DEPARTMENT AND VARIETY STORES. By Lucy C. Crawford. Virginia Polytechnic Institute, Blacksburg, VA 24061; 1967. 337-628 p. $14.85.

04.08 GENERAL MERCHANDISE/ 270 INSTRUCTION

D-48 DISTRIBUTIVE EDUCATION: GENERAL MERCHANDISE. State Education Dept., Div. of Occupational Education Instruction, Albany, NY 12224; n.d. 45 p.

D-351* HOW TO SUCCEED IN A SCHOOL BUSINESS BY REALLY TRYING: A GUIDE TO THE SET-UP AND OPERATION OF A SCHOOL BUSINESS. By Ellis Anmuth. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; 1975. 40 p.

D-372 DISPLAY IN SELF-SERVICE STORES. By Orlan Skare. Minnesota Dept. of Education, Vocational-Technical Div., St. Paul, MN; 1975. 15 p.

04.06 GENERAL MERCHANDISE/ 340 MATHEMATICS

D-55 MERCHANDISING MATHEMATICS. By Edwin B. Piper. Southwestern Publishing Co., Cincinnati, OH; 1967. 92 p. Teacher's manual included.

D-207 MERCHANDISING MATHEMATICS. By William B. Logan and M. Herbert Freeman. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1973. 2 v. $2.50. CONTENTS: 1. Text.-2. Instructor's manual and key.

04.08 GENERAL MERCHANDISE/ 350 OCCUPATIONS

D-211 BUYING AND PRICING. By Eugene L. Dorr, et. al. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1971. 2 v. CONTENTS: V. 1. Text.-V. 2. Teacher's manual and key.

D-212 MARKETING PROJECTS AND ACTIVITIES. By G. Henry Richert, J.K. Stoner and Kay B. Brown. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1970. 108 p.

D-346 CASHIER, CASHIER WRAPPER, SALES CLERK. California occupational guide no. 31. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1974. 3 p.

04.08 GENERAL MERCHANDISE/ 450 RESEARCH

D-341 CLUSTERS OF TASKS PERFORMED BY MERCHANDISING EMPLOYEES WORKING IN THREE STANDARD INDUSTRIAL CLASSIFICATIONS OF RETAIL ESTABLISHMENTS. By Kenneth A. Ertel. Idaho State Board of Vocational Education, Boise, ID, Washington State Coordinating Council for Occupational Education, Olympia, WA; 1968. 65 l. $3.55.

04.09 HARDWARE, BUILDING MATERIALS, FARM AND GARDEN SUPPLIES AND EQUIPMENT/ 110 CURRICULUM

D-373 MINNESOTA HARDWARE, HOME CENTER, BUILDING MATERIALS, MARKETING AND MANAGEMENT, CURRICULUM GUIDELINES. Minnesota Statewide Advisory Committee, Minnesota Dept. of Education, Vocational-Technical Div., Capitol Square Bldg., St. Paul, MN 55101; n.d. 1 v. (various pagings).

04.09 HARDWARE, BUILDING MATERIALS, FARM AND GARDEN SUPPLIES AND EQUIPMENT/ 350 OCCUPATIONS

D-334** AN ANALYSIS OF THE GARDEN CENTER OCCUPATION. By Ronald L. Howsman. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1974. 35 p.

04.11 HOTEL AND LODGING/ 110 CURRICULUM

D-189 WORK ANALYSIS AND DESIGN FOR HOTELS, RESTAURANTS AND INSTITUTIONS. By Edward A. Kazarian. The Avi Publishing Co., Inc., Westport, CO; 1969. 356 p.

D-438 THE ART AND SCIENCE OF MODERN INNKEEPING. By Jerome J. Vallen. Hayden Book Co., 50 Essex St., Rochelle Park, NJ 07662; 1968. 248 p. $8.50.

D-439 PLANNING AND OPERATING MOTELS AND MOTOR HOTELS. By George O. Podd and John D. Lesure. Hayden Book Co., Inc., 50 Essex St., Rochelle Park, NJ 07662; 1964. 343 p. $14.95.

D-440 HOTEL FRONT OFFICE MANAGEMENT AND OPERATION. 3rd ed. By Peter Dukas. Wm. C. Brown Co., Dubuque, IA; 1957, 1960, 1970. 174 p. $6.95.

D-441 MARKETING OF HOSPITALITY SERVICES: FOOD, TRAVEL, LODGING. By W.J.E. Crissy, Robert J. Boewadt, and Dante M. Laudadio. The Educational Institute of the American Hotel and Motel Assn., Operations Div., Kellog Center, E. Lansing, MI 48912; 1975. 3 v. $20.00. CONTENTS: V. 1. Text.-V. 2. Instructor's guide.-V. 3. Student Manual. Post-secondary level.

04.11 HOTEL AND LODGING/ 270 INSTRUCTION

D-432 CAREERS IN THE HOTEL-MOTEL INDUSTRY (SOCIAL STUDIES). Rev. By Emma Brown and Sharon Dudley. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 23, 17 p. $1.00. "Recommended for use in grades 7-12."

D-433 CAREERS IN THE HOTEL-MOTEL INDUSTRY (MATHEMATICS). Rev. By Eric Smith and Sherrie Branyon. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 24, 77 p. $1.00. "Recommended for use in grades 7-12."

D-434 CAREERS IN THE HOTEL-MOTEL INDUSTRY (SCIENCE). Rev. By Mary Young and Glenn Huovinen. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 24, 32 p. $1.00. "Recommended for use in grades 7-12."

D-435 CAREERS IN THE HOTEL-MOTEL INDUSTRY (LANGUAGE ARTS). Rev. By Lynn Melton, et. al. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 24, 23 p. "Recommended for use in grades 7-12."

D-436 THE CORRECT MAID FOR HOTELS AND MOTELS. By William B. Pfeiffer and Walter O. Voegele. Hayden Book Co., 50 Essex St., Rochelle Park, NJ 07662; 1965. 63 p. $1.40.

D-437 MARKETING IN ACTION FOR HOTELS-MOTELS-RESTAURANTS. By Bob Stein. Hayden Book Co., 50 Essex St., Rochelle Park, NJ 07662; 1971. 191 p. $7.95.

04.12 INDUSTRIAL MARKETING/ 110 CURRICULUM

D-280 HUMAN RELATIONS IN MARKETING. By Kay Brown. Distributive Education Service, State Dept. of Education, Richmond, VA 23216; 1971. 135 p. $1.25.

D-345 ASSOCIATE OF APPLIED SCIENCE DEGREE-INDUSTRIAL MARKETING. By Robert E. Bockrath. Gathway Technical Institute, Kenosha Campus, 3520 30th Ave., Kenosha, WI 53140; 1975. 2 p.

04.12 INDUSTRIAL MARKETING/ 270 INSTRUCTION

D-49 INDUSTRIAL MARKETING--WHOLESALING: INSTRUCTIONAL PROJECTS. University of the State of New York, State Education Dept., Div. of Occupational Education Instruction, Albany, NY 12224; 1974. 14 p.

04.12 INDUSTRIAL MARKETING/ 350 OCCUPATIONS

D-327* AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION. By Charles C. Kitzmiller, Robert P. Rizzo and Kenneth MacLaren. Instructional Materials Laboratory, Ohio State University, Columbus, OH 43210; 1974. 129 p.

04.13 INSURANCE/ 110 CURRICULUM

D-241 EQUITABLE LIFE ASSURANCE SOCIETY OF THE UNITED STATES. By Delphine M. Lee. Maryland State Vocational Intensive Office Laboratory Workshop, Centerville, MD; 1974. 230 p.

D-238 UNIDAD RECURSO PARA LA ENSENANZA DEL CURSILLO RELACIONADO CON LOS SEGUROS. Estado Libre Asociado de Puerto Rico, Departmento de Instruccion Publica, Oficina Regional de San Juan, Centro Vocacional de Recursos Pedagogicos, Programa de Educacaion Comercial; 1972. 116 p.

04.13 INSURANCE/ 140 EDUCATION

D-216 ANALYSIS OF SKILLS NEEDED BY GRADUATES OF ASSOCIATE DEGREE INSURANCE MAJOR: FINAL REPORT, PROJECT NO. 15.036.151-222. By Jack Dickerson and Russell Paulson. North Central Technical Institute, Wausau, WI; 1972. 85 p.

04.13 INSURANCE/ 270 INSTRUCTION

D-472 CAREERS IN INSURANCE (LANGUAGE ARTS). Rev. By Lynn Melton, et. al. Orange County Career Development Program, 410 Woods Ave., Orlando FL 32805; 197-. 23, 40 p. $1.00. "Recommended for use in grades 7-12."

D-473 CAREERS IN INSURANCE (MATHEMATICS). Rev. By Eric Smith, Sherrie Branyon and Carolyn Petty. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 23, 56 p. $1.00. "Recommended for use in grades 7-12."

D-474 CAREERS IN INSURANCE (SOCIAL STUDIES). Rev. By Emma Brown, Sharon Dudley and Carolyn Petty. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32085; 197-. 23, 24 p. $1.00. "Recommended for use in grades 7-12."

04.13 INSURANCE/ 350 OCCUPATIONS

D-328* AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION. By Don Cross, Joe E. Cook and Myron B. Goff. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 121 p.

D-329* AN ANALYSIS OF THE INSURANCE SALES OCCUPATION. By Gordon Moore, Jack Lavender and Brian A. Brockway. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 119 p.

D-330* AN ANALYSIS OF THE CREDIT COLLECTION OCCUPATION. By Tom Wyatt and Larry Ulrich. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 15 p.

D-374 SO YOU'RE GOOD AT MATH ....THEN CONSIDER A CAREER AS AN ACTUARY. Society of Actuaries, 208 S. LaSalle St., Chicago, IL 60604; n.d. 12 p.

D-375 A LIFE CAREER (CAREERS IN LIFE INSURANCE). Institute of Life Insurance, 277 Park Ave., New York, NY 10017; n.d. 17 p.

04.15 PERSONAL SERVICES/ 270 INSTRUCTION

D-50 PERSONAL SERVICES: INSTRUCTIONAL PROJECTS. The University of the State of New York, State Dept. of Education, Div. of Occupational Education, Albany, NY 12224; 1972. 16 p.

D-107 DRYCLEANING AND LAUNDERING. Fashion Institute of Technology, New York, NY; US Govt. Print. Off., Washington, DC 20402; 1973. 68 p.

04.16 PETROLEUM/ 270 INSTRUCTION

D-100 SERVICE STATION OPERATION AND MANAGEMENT. By Noble Fritz. Gregg Div., McGraw-Hill Book Co., New York, NY; n.d. Envelope of materials.

D-103 SERVICE STATION OPERATION. Franklin High School, 8222 S. 51st St., Franklin, WI 53132; 1970. 40 p.

D-444 SERVICE STATION TRAINING KIT. Instructional Materials Laboratory, Distributive Education Dept., Div. of Extension, The University of Texas at Austin, Austin, TX 78712; 1966. 6 v. $22.95. CONTENTS: An introduction to the service station.-Operation and maintenance of the service station.-Services performed in the service station.-Principal products sold in the service station.-Teacher's answer book. Also includes assorted reference materials. Secondary level.

04.17 REAL ESTATE/ 050 AUDIO-VISUAL MATERIALS AND METHODS

D-273* APPRAISING AND ESTIMATING, LESSON 9. n.p.; n.d. Videocassette.

D-274* REAL ESTATE TAXATION. n.p.; n.d. Cassette.

D-275* CLASSIFICATION OF PROPERTY. n.p.; n.d. Cassette.

04.17 REAL ESTATE/ 110 CURRICULUM

D-261* REAL ESTATE--NATURE AND CLASSIFICATION OF PROPERTY (101). Fox Valley Technical Institute, 1825 N. Bluemound Dr., Appleton, WI 54911; n.d. 10 p.

D-262* REAL ESTATE: DEEDS, CONVEYANCES AND LAND DESCRIPTION (103). Fox Valley Technical Institute, 1825 N. Bluemound Dr., Appleton, WI 54911; n.d. 20 p.

D-263* REAL ESTATE: LIENS AND JUDGEMENTS UNIT OUTLINE (107). Fox Valley Technical Institute, 1825 N. Bluemound Dr., Appleton, WI 54911; n.d. 12 p.

D-264* REAL ESTATE: REAL ESTATE TAXATION (109). Fox Valley Technical Institute, 1825 N. Bluemound Dr., Appleton, WI 54911; n.d. 30 p.

D-323* PRACTICAL REAL ESTATE FOR THE HIGH SCHOOL STUDENT. By Jack Schetting. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Building 4103-Kilmer Campus, New Brunswick, NJ; 1975. 83 p.

04.17 REAL ESTATE/ 270 INSTRUCTION

D-101 REAL ESTATE APPRAISING. State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1970. 48 p.

D-445 CAREERS IN REAL ESTATE (MATHEMATICS). Rev. By Eric Smith and Sharon Branyon. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 67 p. $1.00. "Recommended for use in grades 7-12."

D-446 CAREERS IN REAL ESTATE (SCIENCE). Rev. By Mary Young, Glenn Huovinen and Jim Murray. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 79 p. $1.00. "Recommended for use in grades 7-12."

D-447 CAREERS IN REAL ESTATE (LANGUAGE ARTS). Rev. By Lynn Melton, et. al. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 40 p. $1.00. "Recommended for use in grades 7-12."

D-448 CAREERS IN REAL ESTATE (SOCIAL STUDIES). Rev. By Emma Brown, Sharon Dudley and Carolyn Petty. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 49 p. $1.00. "Recommended for use in grades 7-12."

04.17 REAL ESTATE/ 350 OCCUPATIONS

D-324* AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION. By James E. Bryan, Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 103 p.

D-325* AN ANALYSIS OF THE REAL ESTATE OCCUPATION. By Clifford E. Harestad, John S. Trotter and George D. Cole. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 48 p.

D-376 REAL ESTATE AGENT. Yellow pages career library. Murphy Levy Wurman, Philadelphia; distributed by National Assn. of Elementary School Principals, 1801 N. Moore St., Arlington, VA 22209; 1974. 32 p. $2.00.

04.18 RECREATION AND TOURISM/ 110 CURRICULUM

D-238* RECREATION PROGRAM LEADERSHIP. US Govt. Print. Off., Washington, DC 20402; 1969. 87 p.

D-335* HOSPITALITY EDUCATION: A GUIDE FOR HIGH SCHOOL TEACHERS. National Institute for the Food Service Industry. Illinois Office of Education, Div. of Vocational and Technical Education, 100 N. 1st St., Springfield, IL 62777; n.d. 80 p.

D-452 EL TURISMA EN PUERTO RICO. Estado Libre Asociado de Puerto Rico, Dpto. de Instruccion Publica, Programa de Instruccion Vocacional y Tecnica, Subprograma de Educacion en Distribuicion y Mercadeo, San Juan, PR; 1974. 256 p.

D-453 CURSO: GUIAS TURISTICOS; MODULO: ATTRACIONES REGIONALES. Por Marta Santoni. Estado Libre Asociado de Puerto Rico, Dpto. de Instruccion Publica, Region Educativa de San Juan, P.O. Box 759, Hato Rey, PR 00919; 1972. 122 p.

D-454 CAMPO OCCUPACIONAL DEL GUIA TURISTICO. Centro Vocacional de Recursos Pedagogicos, Region Educativa de San Juan, P.O. Box 759, Hato Rey, PR 00919; 1971. 323 p.

D-455 EDUCATION FOR LEISURE CAREERS: AN IDEA BOOK. Curtis L. Hiltbrunner and Sharyn Simpson, eds. Wyoming State Dept. of Education, State Office Bldg., West Cheyenne, WY 82002; 197-. 278 p. Elementary.

04.18 RECREATION AND TOURISM/ 270 INSTRUCTION

D-449 CAREERS IN TRAVEL RELATED SERVICES (SOCIAL STUDIES). Rev. By Emma Brown and Sharon Dudley. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 11, 18 p. $1.00. "Recommended for grades 7-12."

D-450 CAREERS IN TRAVEL RELATED SERVICES (MATHEMATICS). Rev. By Eric Smith and Sherrie Branyon. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 11, 75 p. $1.00. "Recommended for use in grades 7-12."

D-451 CAREERS IN TRAVEL RELATED SERVICES (LANGUAGE ARTS). Rev. By Lynn Melton, et. al. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 11, 69 p. $1.00. "Recommended for use in grades 7-12."

04.19 TRANSPORTATION/ 110 CURRICULUM

D-217 TRANSPORTATION: A VITAL LINK IN DISTRIBUTION. n.p.; n.d. 34 p.

D-287 UNIDAD RECURSO PARA LA ENSENANZA DEL CURSILLO SOBRE MEDIOS DE TRANSPORTACION. Estado Libre Asociado de Puerto Rico, Dpto. de Instruccion Publica, Officina Regional de San Juan. Centro de Curriculo Vocacional Programa de Educacion Comercial; 1972. 14 p.

D-377 REVIEW AND ANALYSIS OF CURRICULA FOR OCCUPATIONS IN TRANSPORTATION. Information series no. 28. By Wiley B. Lewis. ERIC Clearinghouse on Vocational and Technical Education, Center for Vocational and Technical Education, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1970. 31 p.

04.19 TRANSPORTATION/ 270 INSTRUCTION

D-51 TRANSPORTATION AND WAREHOUSING: INSTRUCTIONAL PROJECTS. The University of New York, State Dept. of Education, Div. of Occupational Education, Albany, NY 12224; 1972. 5 p.

D-338* KENNY CAREER IN TRANSPORTATION LAND. By Rochelle Gealt. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; 1975. 27 p. Elementary.

D-456 PHYSICAL DISTRIBUTION. By Lawrence A. Walsh. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1969. 124 p. $2.00.

04.19 TRANSPORTATION/ 350 OCCUPATIONS

D-349** AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION. By Joseph W. Mascio and Patrick J. O'Connor. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1974. 65 p.

D-350* AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION. By George H. Abell, Molly McKnight and Jack Stivers. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 89 p.

D-353* AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION. By George H. Abell, Molly McKnight and Jack Stivers. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 25 p.

D-378 TRANSPORT DRIVER. Yellow pages career library. Murphy Levy Wurman, Philadelphia; distributed by National Assn. of Elementary School Principals, 1801 N. Moore St., Arlington, VA 22209; 1975. 32 p. $2.00.

04.20 RETAIL TRADE, OTHER/ 050 AUDIO-VISUAL MATERIALS AND METHODS

D-306 THE EMPLOYEE'S ROLE IN THEFT REDUCTION: A DISTRIBUTIVE EDUCATION PRESENTATION. By Owen H. Ellis. State Dept. of Education, Distributive Education Section, Columbia, SC, and Clemson University, Vocational Education Media Center, Clemson, SC 29631; 1971. 47 color slides with script.

04.20 RETAIL TRADE, OTHER/ 110 CURRICULUM

D-208 RETAIL SELLING. By Yvonne Bodle and Joseph A. Corey. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1972. 4 v. CONTENTS: V. 1. Text.-V. 2. Teacher's manual and key.-V. 3. Laboratory manual.-V. 4. Key to laboratory manual.

D-220 RETAIL MERCHANDISE MANAGEMENT. By John W. Wingate, Elmer O. Schaller and F. Leonard Miller. Prentice-Hall, Inc., Englewood Cliffs, NJ; 1972. 385 p.

D-221 RETAILING: PRINCIPLES AND PRACTICES, 6th ED. By G. Henry Richert, Warren G. Meyer, Peter G. Haines and E. Edward Harris. Gregg and Community College Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1974. 616 p.

D-223 MERCHANDISING FOR PROFIT: EFFECTIVE BUYING AND SELLING PRACTICES, FEATURING THE ROLE OF THE BUYER-A CURRICULUM GUIDE. By Owen H. Ellis. State Dept. of Education, Office of Vocational Education, Distributive Education Section, Columbia, SC 29201, in cooperation with Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1973. 70 p.

D-224 101 CASE PROBLEMS IN RETAIL SELLING. Distributive Education Services of Indiana University and State Dept. of Public Instruction, Vocational Div., Indianapolis, IN 46204; n.d. 109 p.

D-321* THE WORLD OF RETAILING. By Robert Kondras. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; 1975. 112 p.

04.20 RETAIL TRADE/ 150 EMPLOYMENT

D-113 WORKING IN A STORE. By R. Grandfield and Faye Gold. Fairchild Publications, New Yor., NY; 1973. 122 p.

04.20 RETAIL TRADE/ 250 HEALTH AND SAFETY

D-60 PREVENTING ACCIDENTS IN SMALL STORES. By S.J. Curtis. Small Business Administration, Washington, DC; 1972. 4 p. Free.

04.20 RETAIL TRADE/ 270 INSTRUCTION

D-61 REDUCING SHOPLIFTING LOSSES. By Addison H. Verrill. Small Business Administration, Washington, DC; 1972. 7 p. Free.

D-63 OUTWITTING BAD CHECK-PASSERS. By Leonard Kolodny. Small Business Administration, Washington, DC; 1972. 8 p. Free.

D-64 STEPS IN INCORPORATING A BUSINESS. Office of the General Counsel. Small Business Administration, Washington, DC; 1971. 4 p. Free.

D-65 CHECKLIST FOR GOING INTO BUSINESS. Small Business Administration, Washington, DC; 1973. 12 p. Free.

D-66 BUSINESS PLAN FOR RETAILERS. Staff of Education Div., Office of Management Assistance. Small Business Administration, Washington, DC; 1973. 23 p. Free.

D-68 INVENTORY MANAGEMENT. By Donald F. Mulvihill. Small Business Administration, Washington, DC; 1972. 8 p. Free.

D-72 BUILDING REPEAT RETAIL BUSINESS. By Stuart G. Levy, Jr. Small Business Administration, Washington, DC; 1972. 4 p. Free.

D-194 MODERN RETAILING MANAGEMENT: BASIC CONCEPTS AND PRACTICES. By Delbert J. Duncan, Charles F. Phillips and Stanley C. Hollander. Richard D. Irwin, Inc., Homewood, IL 60430; 1972. 703 p.

D-363 IN-SCHOOL STORE FOR DISTRIBUTIVE EDUCATION. By Melanie K. Devitt. Indiana Dept. of Public Instruction, Div. of Vocational Education, 120 W. Market St., Indianapolis, IN 46204; 1975. 19 p.

D-367 LEARN & EARN MARKETING/MANAGEMENT EDUCATIONAL PROJECT. LEARN MARKETING/MANAGEMENT BASICS AND EARN MONEY FOR YOUR TREASURY. Pepsico, Inc., developed in cooperation with Distributive Education Clubs of America, Inc., 200 Park Ave., Falls Church, VA 22046; 1974. 1 v. (various pagings).

D-457 MATHEMATICS OF RETAIL MERCHANDISING. 2nd ed. By Bernard P. Corbman and Murray Krieger. Ronald Press Co., 79 Madison Ave., New York, NY 10016; 1971. 410 p. $7.50.

D-458 COPING WITH SHOPLIFTERS. Security training series. By Keith M. Rogers. Security World Publishing Co., 2639 S. La Cienega Blvd., Los Angeles, CA 90034; n.d. 29 p. $1.00.

D-459 STORE SECURITY: CHECK CASHING PROCEDURES AND CASH HANDLING CONTROL. By Dean A. Hawley. Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; 197-. 65 l. $3.00. Post-secondary level.

D-460 STORE SECURITY: INTERNAL SHRINKAGE CONTROL. By Richard Everhardt. Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; 197-. 1 v. (various pagings). $3.00. Post-secondary level.

D-461 STOCKKEEPING: INDIVIDUAL ASSIGNMENTS - A DISTRIBUTIVE EDUCATION MANUAL. 3rd ed. By Pauline W. Burbrink. Distributive Education Instructional Materials Laboratory, Div. of Extension, University of Texas at Austin, Austin, TX 78712; 1969. 145 p. $5.50. Secondary and post-secondary levels.

D-462 RECEIVING CONTROLS. By Fred K. Palcho. Ohio Distributive Education Materials Laboratory, 1885 Neil Ave., 115 Townshend Hall, Columbus, OH 43210; n.d. 25 l., 25 transparency masters. $2.00. Secondary level.

D-463 INVENTORY CONTROL. By F.E. Hartzler and K.E. Hoffman. Kansas State Teachers College, 1200 Commercial St., Emporia, KS 66801; 1974. 2 v. CONTENTS: 1. Manual.-2. Workbook.

D-482 THE BRANCH MANAGER'S MANUAL. By Beatrice Judelle and Charles A. Binder. National Retail Merchants' Assn., 100 W. 31st St., New York, NY 10001; 1968. 276 p. $9.15.

D-483 CRIME IN RETAILING. By Norris A. Lynch. For sale by the Supt. of Documents, US Govt. Print. Off., Washington, DC 20402; 1975. 42 p. $1.60.

04.31 WHOLESALE TRADE, OTHER/ 150 EMPLOYMENT

D-112 WORKING FOR A WHOLESALER. By R. Grandfield and Faye Gold. Fairchild Publications, New York, NY; 1973. 110 p.

04.31 WHOLESALE TRADE, OTHER/ 270 INSTRUCTION

D-464 WHOLESALE SELLING. By Harry P. Batis. Distributive Education Instructional Materials Laboratory, University of Texas, Austin, TX 78712; 1972. 144 p. $6.00. Secondary-post secondary levels.

D-465 SALESMEN IN THE MAKING: A CONFERENCE MANUAL FOR TRAINING WHOLESALE ROUTE SALESMEN. 3rd ed. By Fred DeArmond. The Mycroft Press, 2043 Scenic Ave., Springfield, MO 65804; 1969. 108 p. $3.60.

04.31 WHOLESALE TRADE, OTHER/ 350 OCCUPATIONS

D-326* AN ANALYSIS OF THE PURCHASING OCCUPATION. By Gary Lustic, George K. Stokes and John M. Maxey. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 115 p.

04.99 DISTRIBUTIVE EDUCATION, OTHER/ 020 ADMINISTRATION

D-79 HANDBOOK: CONDUCTING DISTRICT STATE CAREER DEVELOPMENT CONFERENCES. Bureau of Vocational Education, Pennsylvania Dept. of Education, Box 911, Harrisburg, PA 17126; 1973. 34 p. Free.

D-110 DISTRIBUTIVE EDUCATION TEACHER-COORDINATOR'S HANDBOOKS. Carroll B. Coakley, ed. The Interstate Printers and Publishers, Inc., Danville, IL 61832; 1972. 190 p.

D-119 KANSAS COORDINATOR'S MANUAL. K. Hoffman, ed. Kansas State Teachers College, Emporia, KS 66801; 1972. 175 p.

04.99 DISTRIBUTIVE EDUCATION, OTHER/ 040 ATTITUDES

D-73 PERSONAL QUALITIES NEEDED TO MANAGE A STORE. By Irving Schwartz. Small Business Administration, Washington, DC; 1973. 7 p. Free.

D-74 BUILDING GOOD CUSTOMER RELATIONS. By Charles J. Collazzo. Small Business Administration, Washington, DC; 1972. 4 p. Free.

04.99 DISTRIBUTIVE EDUCATION, OTHER/ 050 AUDIO-VISUAL MATERIALS AND METHODS

D-245 RELATIONS BETWEEN PERSONS IN SALES AND SERVICE. Vocational Education Media Center, Clemson University, Clemson, SC 29631, in cooperation with Office of Vocational Education, State Dept. of Education, Columbia, SC 29201; n.d. 20 overhead transparencies.

D-246 SALESMANSHIP. Vocational Education Media Center, Clemson University, Clemson, SC 29631, in cooperation with Office of Vocational Education, State Dept. of Education, Columbia, SC 29201; n.d. 20 overhead transparencies.

D-253 ANATOMY OF A SALE. Consumer Information Services, Dept. 703, Public Relations, Sears, Roebuck, and Co., Chicago, IL 60684; 1973. Filmstrip, record (33 rpm), study guide and script in 12" x 14" box. $5.00.

D-475 THE ART OF SELLING. DCA Educational Products, Inc., 4865 Stenton Ave., Philadelphia, PA 19144; 1975. 7 colored transparencies with overlays. $62.45. CONTENTS: Selling: the art of helping the customer buy wisely.-Customer patronage motives.-Advantage of planning the sales presentation.-Basic types of sales presentations.-Ways to dramatize the sales presentation.-Selling techniques that increase sales.-Increasing sales.

04.99 DISTRIBUTIVE EDUCATION, OTHER/ 110 CURRICULUM

D-81 COURSE OUTLINE ON SALES AND PROMOTION, UNIT V. Business and Distributive Education Projects, State of Utah, Salt Lake City, UT; n.d. 11 p.

D-225 ADVANCED SALES TECHNIQUES: INSTRUCTOR'S GUIDE. By William E. Johnson and H.E. Ruppert. State Dept. of Education of Louisiana, Baton Rouge, LA; n.d. 91 p.

D-226 BASIC SALESMANSHIP. By John W. Ernest. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1969. 1 v. (124, 236) p. Bound with teacher's manual and key.

D-227 CREATIVE SELLING. By John W. Ernest. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1971. 2 v. CONTENTS: V. 1. Text.-V. 2. Teacher's manual and key.

D-228 FUNDAMENTALS OF SELLING. 9th ed. By John Wingate and Carroll A. Nolan. Southwestern Publishing Co., 5101 Madison Rd., Cincinnati, OH 45227; 1969. 2 v. $21.50. CONTENTS: 1. Text.-2. Study guides and projects.

D-230 PERSON-TO-PERSON SELLING. By Seymour Helfant. Independent Stores Div., National Retail Merchants Assn., 100 W. 31st St., New York, NY 10001; 1969. 64 p.

D-231 SALESMANSHIP: A PROGRAMMED GUIDE. By Lowell Anderson and Sam Dermengian. Prentice-Hall Inc., Englewood Cliffs, NJ; 1971. 270 p. $7.95 (paper).

D-467 SELLING PEOPLE: A TWELVE-HOUR SALES TRAINING COURSE BASED ON THE BEHAVIORAL SCIENCES. 1st ed. By Pauline Burbrink. Instructional Materials Laboratory, Distributive Education Dept., University of Texas at Austin, Austin, TX 78712; 1969. 76 p. $4.00.

D-468 SELLING BENEFITS: A PROGRAMMED INSTRUCTION COURSE. Publication no. 24. Bevin Enterprises, P.O. Box 85, Moraga, CA 94556; 1968, 1971. 39 l. $3.65.

04.99 DISTRIBUTIVE EDUCATION, OTHER/ 270 INSTRUCTION

D-56 OCCUPATIONAL RELATIONS: STUDENT MANUAL. Dept. of Business and Distributive Education, College of Education, University of Minnesota, Minneapolis, MN 55445; 1969. 149 p.

D-67 BUSINESS PLAN FOR SMALL CONSTRUCTION FIRMS. Staff of Education Div., Office of Management Assistance, Small Business Administration, Washington, DC; 1974. 19 p. Free.

D-75 CHECKLIST FOR DEVELOPING A TRAINING PROGRAM. By Leonard J. Smith. Small Business Administration, Washington, DC; 1972. 7 p. Free.

D-76 TRAINING COMMERCIAL SALESMEN. By Leonard J. Smith. Small Business Administration, Washington, DC; 1972. 7 p. Free.

D-86 BASIC SELLING, FIRST YEAR BASIC INSTRUCTION. By Janie Sullivan. Instructional Materials Laboratory, Distributive Education Dept., Div. of Extension, The University of Texas at Austin, Austin, TX; 1968. 194 p. $5.50.

D-492 CREATIVE SELLING. 2nd ed. By H. Webster Johnson. South-Western Publishing Co., 355 Conde St., W. Chicago, IL 60185; 1974. 345 p. $6.00.

D-236 SALESMANSHIP FUNDAMENTALS. 4th ed. By John W. Ashmun and Richard D. Ashmun. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1973. 3 v. CONTENTS: V. 1. Text.-V. 2. Teacher's manual and key.-V. 3. Student activity guide.

D-466 BASIC SALES TECHNIQUES. By William C. Duncum. Distributive Education Instructional Materials Laboratory, Div. of Extension, University of Texas at Austin, Austin, TX 78712; 1970. 90 p. $4.50. Secondary level individualized instruction.

D-469 SELLING: PRINCIPLES AND METHODS. 6th ed. By Carlton A. Pederson and Milburn D. Wright. Richard D. Irwin, Inc., 1818 Ridge Rd., Homewood, IL 60430; 1976. 535 p. $12.00.

D-470 MARKETING: THEORY AND APPLICATION. By Walter B. Wentz and Gerald I. Eyrich. Harcourt-Brace-Jovanovich, Inc., 757 3rd Ave., New York, NY 10017; 1970. 689 p. $12.95.

D-471 BASIC MARKETING: A MANAGERIAL APPROACH. 5th ed. By E. Jerome McCarthy. Richard D. Irwin, Inc., 1818 Ridge Rd., Homewood, IL 60430; 1975. 694 p. $12.50.

D-481 SALES HORIZONS. 3rd ed. By Kenneth Brooks Haas and Enos C. Perry. Prentice-Hall, Englewood Cliffs, NJ; 1968. 401 p. $11.00.

D-480 CREATIVE SALESMANSHIP: UNDERSTANDING ESSENTIALS. 2nd ed. By Kenneth B. Haas and John W. Ernest. Glencoe Press, 8701 Wilshire Blvd., Beverly Hills, CA 90211; 1974. 492 p. $12.95. Post secondary level.

D-491 WHAT'S YOUR "P.S.Q."? (PROFESSIONAL SELLING QUOTIENT). By Paul L. Pfeiffer. Kent State University, Kent, OH 44240; 1971. 35 p. $5.00.

04.99 DISTRIBUTIVE EDUCATION, OTHER/ 460 RESOURCES

D-104 MARKETING: A TOTAL BUSINESS APPROACH (RESOURCE GUIDE). Educational Marketing Services, 1100 Connecticut Ave., NW, Washington, DC 20036; n.d. 22 p.

DISTRIBUTIVE EDUCATION SLIDE CASE SETS

THE FOLLOWING SLIDE CASE PROBLEMS WERE DEVELOPED BY THE DISTRIBUTIVE EDUCATION RESOURCE CENTER, 264 TEACHER EDUCATION BUILDING, UNIVERSITY OF WISCONSIN - MADISON, MADISON, WISCONSIN 53706, UNDER THE DIRECTION OF DR. HARLAND SAMSON.

D-124 AN ADVERTISING MANAGER'S DILEMMA. 17 slides, 1966. A personnel and human relations problem between a department manager and advertising manager over a shipment of merchandise for special promotion.

D-126 CREDIT COUNSELING. 15 slides, 1969. A credit management counseling and financial planning problem concerning a young married couple who get into serious financial difficulty as a result of a car accident.

D-128 THE DRESS IS THE THING. 16 slides, 1969. A personnel problem involving employee dress.

D-130 WHO'S MY BOSS. 14 slides, 1969. A personnel policy and human relations problem about who has priority in the central warehouse for a line of department stores.

D-132 JACKETS FOR SALE. 12 slides, 1968. A retail customer human relations problem occurs when more expensive merchandise is mistakenly placed with merchandise on sale, and a customer attempts to buy the more expensive merchandise at the sale price.

D-134 LAZY LUCY CASE. 13 slides, 1959. An employer-employee human relations problem involving the refusal of an employee to arrange a display in the new way that the new assistant manager wants it done.

D-135 LOCATION WHERE. 13 slides, 1969. An owner and manager of a small retail store's problem about where to relocate his store due to the expansion of the local college.

D-137 REGGIE VAN HANDEL. 17 slides, 1966. A personnel human relations problem involving a salesman who increases his sales by not quite the right methods.

D-138 SALES POLICY HANG-UP. 17 slides, 1969. A retail sales policy and customer relations problem about a customer who demands his money back when a tape recorder he bought proves defective, and threatens to make trouble for the store when he is refused because of the store policy of "Exchange only--not cash refunds."

D-139 THE SNEAKY SHOPLIFTER. 16 slides, 1968. The only salesperson in a store sees a man shoplift an item and leave the store. She has another customer to wait on and must decide what to do.

D-140 A STICKY CASE OF SUPERMARKET SHOPLIFTING. 18 slides, 1968. A customer shoplifting problem concerning two sons of a prominent attorney of a major city who are caught shoplifting candy in a supermarket. The manager does not want the boys in his store again, but their father says that if the manager does anything, he will tell the community what a lousy store it is. What can the manager do?

D-141 STORE LOCATION PROBLEM. 20 slides, 1968. A retailer's relocation problem.

D-143 YOUR FUTURE IN RETAILING. 54 slides and 1 tape, 1967. Describes the various types of jobs offered in a retail store, how to apply for and obtain a job in retailing, training involved in retailing, and how to get a promotion.

D-145 WHOSE CUSTOMER. 15 slides, 1968. An employer-employee human relations problem involving a dispute between two top saleswomen over whose customer is whose.

D-146 THE ICE CREAM CONE. 19 slides, 1970. A personnel human relations problem concerned with how clerks should deal with their customers, such as a woman with a messy little boy.

D-147 STRIKE FOUR. 16 slides, 1970. An employee dismissal problem about a young salesman with good potential, but whose service expenses are too high.

D-148 FAIR OR UNFAIR. 15 slides, 1970. A personnel human relations problem involving a DE student who feels she was rated unfairly by her training sponsor.

D-149 THE ARROWHEAD GREENHOUSE. 16 slides, 1971. A human relations problem involving a shop manager who notices that one of her best employees is suddenly making mistakes.

D-150 PRATTIES' GARDEN SHOP CASE. 11 slides, 1971. A problem involving garden merchandise being stolen from a department store and how store layout could help prevent it.

D-152 MANAGEMENT OF TIME. 19 slides, 1971 (audio-cassette). A problem involving an employee's poor management of his time and how this affects his job.

D-153 BUYER'S DILEMMA. 15 slides, 1971 (audio-cassette). A human relations problem in which two fashion buyers disagree as to the styles which should be purchased for the coming season.

D-155 WHAT IS DISTRIBUTIVE EDUCATION? 24 slides, 1971. Businessmen's set on distributive education.

D-156 BRADSHAW HUMAN RELATIONS CASE. 17 slides, 1972. A sales manager's problem of what to do about an aggressive salesman who closes sales other salesmen have started.

D-157 AN INTRODUCTION TO NEWSPAPER ADVERTISING. 39 slides, 1972. A case problem which tells what advertising can and can't do, explains and illustrates the main ingredients in newspaper ads, and gives the qualifications for good ads.

D-158 CAREERS IN THE CONSTRUCTION OF FABRICS. 41 slides, 1972. Case study showing various jobs involved in making clothing, from actual sewing to some of the paper work and office duties that are necessary.

D-159 PROBLEMS IN DELEGATION. 48 slides, 1972. Case problem showing what can happen in an organization when ambiguity exists in the process of delegating authority and responsibility.

D-289 DISENCHANTED DAVID. 19 slides, 1972. Human relations. David wants to quit his job and D.E. because of his disenchantment in not being able to test his D.E. techniques during his training program job.

D-290 WHO IS WOLFMAN? 16 slides, 1974 (audio-cassette). Human relations and communications. An assistant purchasing agent is promoted from an unrelated product subsidiary to purchasing vice president. He effectively alienates his staff and wonders why his centralized purchasing program isn't being implemented.

D-291 UP IN ARMS. 18 slides, 1974 (audio-cassette). Human relations and social responsibility. A sales manager criticizes his company for not doing enough in the area of pollution control. He draws the ire of top management and company friends for his public stand but employee sentiment and stockholder desires are with him. He's married to the president's daughter, and his manager must make a decision on his future with the company.

D-292 WILLY'S LAST MILE. 19 slides, 1974 (audio-cassette). Marketing operations. A supersalesman becomes annoyed at the nefarious sales tactics of his colleague who calls on mutual customers. He threatens to quit the company.

D-293 A DAY IN THE LIFE. 14 slides, 1974 (audio-cassette). Marketing operations. A new salesman becomes discouraged at three distinct customer problems that develop during his day. Tomorrow, he must offer solutions during a meeting with his sales manager.

D-294 "WISCO" TRADE SHOW. 60 slides, 1973 (audio-cassette). The total marketing mix is present at a trade show. Shots of customers, sales personnel, displays, and a wide variety of products are shown in this slide series. The "WISCO" Trade Show took place at the Dane County Memorial Colliseum in Sept., 1973.

D-296 THE CASE OF THE MISTAKEN IDENTITY. 21 slides, (audio-cassette). Human relations development is needed when the increasing shrinkage of merchandise causes upset store personnel to apprehend an innocent shopper.

D-297 BETTER LATE THAN NEVER. 12 slides, (audio-cassette). A merchandising problem develops during a special sale. The needed products have been misrouted and no merchandise is available for irate customers.

D-299 THE SLOW FLOW SLIDES. (audio-cassette). Fashion Merchandising. The buyer for a department store chain is upset by the length of time it takes to get received highly fashionable merchandise into the stores and on display for purchase.

D-300 WHAT'S MY LINE? 13 slides, (audio-cassette). A merchandising case that poses the problem of selecting one line of merchandise from either a nationally known and advertised product or a locally produced and soundly guaranteed product line.

D-301 THE CREDIT CRUNCH. 10 slides, (audio-cassette). Increasing credit collection problems cause this merchandising situation to come to four way decision dilemma. What credit policy will be best for a medium size city department store.

D-302 GREAT EXPECTATIONS. 12 slides (audio-cassette). An ambitious young salesperson loses motivation when a fellow employee is promoted over him causing a human relations problem.

D-303 THE DELI DILEMMA. 15 slides,(audio-cassette). This human relations case centers around an upset mother who's daughter has just been fired by a department manager who has personal problems of his own.

D-317 WHO GETS THE CAR? Distributive Education Dept., 264 Teacher Education Bldg., University of Wisconsin-Madison, Madison, WI 53706; 1975. 15 slides, audio-cassette. A case problem in business law involving the concepts of majority contractual capacity and consideration.

D-316 COUNTY CASUALS: A CASE PROBLEM IN INVENTORY SHORTAGES. Distributive Education Dept., 264 Teacher Education Bldg., University of Wisconsin-Madison, Madison, WI 53706; 1975. 12 slides, audio-cassette. A merchandising case problem which deals with determining the sources of inventory shortages in the retail store and how to handle related problems.

D-348 ONLY THE WEARER KNOWS. Distributive Education, 264 Teacher Education Bldg., University of Wisconsin-Madison, Madison, WI 53706; 1975. 19 slides, cassette tape, script. A valued customer is angered because the store sells inexpensive copies as well as the original of a dress she has purchased. The store manager is faced with the problem of continuing to stock the popular copies and offending her high class clientele or eliminating the copies and losing a large portion of her less affluent but more numerous customers.

DISADVANTAGED RELATED MATERIALS INDEX

The Index to Disadvantaged Materials represents an attempt to bring together all the materials found in the Resource Materials Center's free loan collection which are related to educating disadvantaged persons. The definition of "Disadvantaged" used to identify materials in this list is necessarily a broad one. The term includes persons and groups who cannot compete or perform at levels normally required by educational agencies, employers, and society in general for a wide variety of reasons, social, cultural, economic, linguistic, and emotional. The term is not meant to include those with mental or physical handicaps.

Materials included in the listing cover a broad range of types--research studies, curriculum guides, games and simulations, basic education, low reading level, directories, resource and bilingual materials.

The materials are grouped under the heading of the subject area which they fall. The numbers on the left-hand side of the paired columns are the call numbers of individual items; the right-hand number refers to the page number of the bibliography on which the item is listed. For example, item D-476 appears on page 5 of the Distributive Education Bibliography. On referring to the Distributive Education bibliography, the user will find D-476 SUGGESTIONS FOR DISTRIBUTIVE EDUCATION PERSONNEL TO ASSIST BUSINESS IN DISADVANTAGED AREAS. Vocational-Technical Curriculum Laboratory, Rutgers--the State University, New Brunswick, NJ 08903; 1971. 28 1.

For effective use of this listing, it will be necessary for the user to have access to the complete set of bibliographies for 1976-"A"-Agriculture, "B"-Business, "C"-Career, "D"-Distributive, "H"-Home Economics, "M"-Health, and "I"-Trade and Industrial; and to the 1975 Edition of the "S"-Special Education Bibliography and the 1976 Supplement to the 1975 Special Education Bibliography. Complete sets of the bibliographies will be distributed to Wisconsin high schools and VTAE campuses. It will not be possible to use the Disadvantaged Related Materials Index with previous editions of the Resource Materials Center's bibliographies. The page numbers are keyed to the 1976 edition only. The exception is the 1975 edition of the Special Education Bibliography.

"A" NO.	PAGE
A-452*	29
A-666*	4
A-827	23

"B" NO.	PAGE
B-30	1
B-32	3
B-48	1
B-50	17
B-54	5
B-223	2
B-289	2
B-291	2
B-292	6
B-293	6
B-294	6
B-295	17
B-494	8
B-495	8
B-496	8
B-497	8
B-501	10
B-503	15

"C" NO.	PAGE
C-5	6
C-12	6
C-55	36
C-61	4
C-62	9
C-107	3
C-110	4
C-133	36
C-199	33
C-260	7
C-375	24
C-470	33
C-545	33
C-596	24
C-625	27
C-657	31
C-658	31
C-739	30
C-749	30
C-759	30
C-803	21
C-806	26
C-827	27
C-909*	15
C-914*	27
C-958	34
C-973	6
C-995	36

"C" NO.	PAGE
C-996	36
C-997	36
C-998	36
C-999	37
C-1000	36
C-1001	36
C-1002	36
C-1003	15
C-1009	12
C-1010	12
C-1011	28
C-1012	30
C-1013	28
C-1032	1
C-1035	3
C-1036	21
C-1039	22
C-1052	21
C-1085	3
C-1086	19
C-1096	3
C-1097	3
C-1104	14
C-1105	16
C-1109	4
C-1118	7
C-1133	28
C-1134	25
C-1135	5
C-1137	35
C-1139	22
C-1140	35
C-1141	8
C-1154	10
C-1155	10
C-1156	10
C-1157	10
C-1158	10
C-1159	10
C-1160	10
C-1163	10
C-1164	10
C-1165	10
C-1166	10
C-1170	12
C-1171	10
C-1172	10
C-1173	10
C-1174	10
C-1175	10
C-1176	10
C-1177	10
C-1178	10

"C" NO.	PAGE
C-1179	8
C-1206	32
C-1207	35
C-1208	28
C-1209	1
C-1226	36
C-1227	15

"D" NO.	PAGE
D-22	5
D-26	5
D-249	7
D-267	7
D-272	7
D-276	7
D-277	8
D-287	11
D-309	7
D-384	5
D-385	5
D-387	2
D-389	4
D-402	2
D-403	2
D-404	3
D-405	5
D-406	5
D-410	3
D-413	6
D-414	6
D-415	6
D-416	6
D-427	8
D-429	8
D-430	8
D-432	9
D-433	9
D-434	9
D-435	9
D-445	10
D-446	10
D-447	10
D-448	10
D-449	11
D-450	11
D-451	11
D-452	11
D-453	11
D-454	11
D-455	11
D-472	10
D-473	10
D-474	10

"D" NO.	PAGE
D-476	5
D-477	5
D-478	5
D-479	5

"H" NO.	PAGE
H-44	5
H-56	5
H-131	11
H-134	9
H-141	13
H-143	13
H-149	8
H-162	11
H-165	12
H-166	11
H-168	12
H-170	8
H-171	8
H-177	6
H-227	14
H-228	7
H-278	3
H-308	20
H-309	20
H-311	20
H-312	20
H-313	20
H-371	9
H-393	14
H-484	4
H-513	14
H-534	15
H-543	14
H-585	10
H-586	10
H-587	13
H-588	10
H-589	21
H-590	10
H-593	10
H-594	10
H-595	26
H-596	26
H-597	5
H-606	19
H-610	3
H-613	19
H-614	19
H-616	19
H-617	19
H-618	19
H-639	13

"H" NO.	PAGE
H-663	12
H-714	4
H-715	19
H-716	16
H-717	11
H-718	11
H-735*	2
H-744	1
H-762	3
H-763	26
H-765	24
H-767	25
H-768	25
H-769	28
H-770	28
H-772	28
H-776	21
H-783	28
H-791	17
H-795	16
H-805	22
H-806	22
H-807	22
H-808	22
H-809	23
H-810	23
H-815	4
H-820	5
H-864	28
H-865	2
H-902	11
H-911	12
H-920	12
H-924	11
H-925	1

"I" NO.	PAGE
I-5	2
I-6	4
I-8	3
I-117	3
I-134	1
I-140	2
I-150	7
I-151	7
I-193	9
I-220	19
I-221	19
I-222	19
I-304	2
I-345	32
I-361	28
I-382	7

"I" NO.	PAGE
I-383	7
I-384	7
I-385	7
I-386	7
I-387	7
I-388	10
I-389	10
I-390	10
I-391	10
I-392	9
I-393	9
I-395	9
I-396	12
I-397	12
I-398	12
I-399	20
I-400	20
I-401	20
I-402	20
I-403	20
I-404	20
I-405	24
I-406	24
I-407	24
I-408	24
I-409	24
I-410	24
I-411	24
I-412	9
I-413	9
I-414	9
I-415	9
I-416	24
I-417	24
I-418	24
I-419	24
I-420	24
I-421	24
I-422	24
I-423	24
I-424	12
I-425	12
I-426	12
I-427	30
I-428	30
I-429	30
I-430	30
I-458	3
I-465	14
I-466	14
I-491	34
I-524	14
I-543	5

OE 005 449

"I" NO.	PAGE
I-693	19
I-701	14
I-702	14
I-703	14
I-704	15
I-705	15
I-706	15
I-707	14
I-714	17
I-716	18
I-718	18
I-728	26
I-734	13
I-735	13
I-736	13
I-737	13
I-743	13
I-749	16
I-750	16
I-751	15
I-758	30
I-759	29
I-760	29
I-764	15
I-766	33
I-767	33
I-775	8
I-776	8
I-778	22
I-779	22
I-780	22
I-781	22
I-782	22
I-788	21
I-797	25
I-798	25
I-799	25
I-800	25
I-804	11
I-805	12
I-808	11
I-817	11
I-818	12
I-819	12
I-886	7
I-910	9
I-911	28
I-920	34
I-922	32
I-923	33
I-924	33
I-925	33
I-926	32
I-927	32
I-928	32
I-929	32
I-930	32
I-931	32
I-932	32
I-933	32
I-934	23
I-935	23
I-936	23
I-937	23
I-938	33
I-947	35
I-948	35
I-949	35
I-950	35
I-951	35
I-952	35

"M" NO.	PAGE
M-9	4
M-11	4
M-12	4
M-23	5
M-34	5
M-85	3
M-91	1
M-100	2
M-130	5
M-141	7
M-241	10
M-248	10
M-256	10
M-264	3
M-275	3
M-280	2
M-287	11
M-289	11
M-290	11
M-291	11
M-292	11
M-299	11
M-300	11
M-369*	6
M-388	4
M-394	4
M-404	3
M-405	3
M-406	3
M-407	3
M-416	10
M-424	8
M-430	5
M-431	5
M-435	12
M-436	12
M-437	12
M-438	12

"S" NO.	PAGE
S-28	4
S-29	4
S-30	4
S-31	4
S-32	4
S-33	4
S-34	4
S-35	4
S-36	4
S-37	4
S-38	4
S-39	4
S-40	4
S-41	4
S-42	4
S-43	4
S-57	7
S-60	7
S-61	7
S-62	7
S-63	7
S-64	7
S-65	8
S-66	8
S-67	8
S-71	9
S-81	10
S-95	12
S-96	12
S-97	12
S-103	13
S-104	13
S-113	13
S-131	16
S-139	16
S-140	16
S-141	16
S-161	18
S-164	18
S-176	20
S-213	25
S-229	28
S-449	49
S-634	64
S-660	67
S-661	67
S-662	67

"S" NO.	PAGE
S-663	68
S-664	68
S-665	68
S-666	68
S-676	7
S-679	8
S-680	8
S-681	8
S-682	8
S-683	9
S-686	10
S-687	10
S-702	5
S-703	5
S-706	7
S-708	8
S-709	8
S-711	8
S-712	8
S-716	9
S-717	9
S-726	12
S-736	15
S-740	15
S-742	15
S-749	19
S-750	19
S-752	20
S-773	21
S-784	25
S-789	26
S-831	5
S-832	5
S-833	5
S-834	5
S-835	5
S-836	5
S-837	5
S-838	5
S-839	5
S-840	5
S-841	6
S-843	6
S-845	8
S-846	8
S-847	8
S-848	9
S-849	9
S-850	9
S-879	59
S-880	59
S-977	2
S-985	8
S-986	8
S-987	8
S-988	8
S-989	8
S-1081	64
S-1123	17
S-1126	23
S-1127	24
S-1140	67
S-1141	67
S-1142	68
S-1143	67
S-1144	68
S-1145	68
S-1146	68
S-1147	68
S-1159	48
S-1244	68
S-1249	20
S-1251	20
S-1253	14
S-1259	68
S-1275	67
S-1276	68
S-1309	68
S-1317	11
S-1326	8

"S" NO.	PAGE
S-1334	8
S-1337	67
S-1347	8
S-1348	8
S-1360	20
S-1366	10
S-1408	2
S-1430	7
S-1436	9
S-1442	15
S-1446	6
S-1447	6
S-1448	6
S-1449	6
S-1456	12
S-1466	68
S-1473	9
S-1474	9
S-1477	9
S-1478	6
S-1479	8
S-1480	9
S-1481	9
S-1482	9
S-1483	6
S-1495	67
S-1502	68
S-1503	6
S-1527	99
S-1557	99
S-1643	98
S-1645	98
S-1711	98
S-1764	99
S-1767	99
S-1771	99
S-1772	99
S-1774	89
S-1786	98
S-1787	99
S-1788	99
S-1789	99
S-1820	83
S-1853	83
S-1895	99
S-1896	100
S-1897	99
S-1898	99
S-1900	99
S-1901	99
S-1906	99
S-1916	99
S-1917	99
S-1918	100
S-1919	100
S-1920	99
S-1921	99
S-1922	99
S-1963	100
S-2061	98
S-2067	99
S-2086	99
S-2094	99
S-2095	84
S-2116	96
S-2118	98
S-2119	98
S-2120	98
S-2121	98

UNIVERSITY OF WISCONSIN-MADISON
SCHOOL OF EDUCATION

WISCONSIN VOCATIONAL STUDIES CENTER
Box 49, 321 Education Building
University of Wisconsin
Madison, Wisconsin 53706

TIPS FROM THE VOCATIONAL EDUCATION RESOURCE MATERIALS COLLECTION:

1. *If you do not get materials you want, try again. If you get tired of trying, please tell us before you give up.*
2. *You do not have to wait for a new order card. Use a plain postcard or mail your request in an envelope. Please include all necessary information, using the sample request card as a guide.*
3. *You will pay too much postage if you do not use our return label or mark your package: "LIBRARY RATE".*

IF YOU HAVE ANY COMPLAINTS - TELL US;

ANY COMPLIMENTS - TELL OTHERS.

PLEASE PRINT OR TYPE

YOUR NAME_____ LAST NAME _____ FIRST NAME _____ DATE_____

SCHOOL OR AGENCY_____

ADDRESS_____

CITY & STATE_____ ZIP_____

PHONE_____ DATES WANTED: _____ thru _____

ITEM ORDER NUMBERS

PLEASE PRINT OR TYPE

YOUR NAME_____ LAST NAME _____ FIRST NAME _____ DATE_____

SCHOOL OR AGENCY_____

ADDRESS_____

CITY & STATE_____ ZIP_____

PHONE_____ DATES WANTED: _____ thru _____

ITEM ORDER NUMBERS

WISCONSIN VOCATIONAL STUDIES CENTER
Box 49, 321 Education Building
University of Wisconsin
Madison, Wisconsin 53706

Place stamp
here

WISCONSIN VOCATIONAL STUDIES CENTER

The Wisconsin Vocational Studies Center at the University of Wisconsin-Madison was reorganized with the support of the Wisconsin Board of Vocational, Technical and Adult Education within the School of Education in 1971. The function of the Center is to serve the State of Wisconsin in a unique way by bringing the resources of the University to bear on identified problems in the delivery of vocational and manpower programs—vocational education, technical education, adult education, career education, manpower training—to citizens of all ages in all communities of the State. The Center focuses upon the delivery of services including analyses of need, target groups served, institutional organization, instructional and curriculum methodology and content, labor market needs, manpower policy, and other appropriate factors. To the extent that these goals are enhanced and the foci of problems widened to encompass regional and national concerns, the Center engages in studies beyond the boundaries of the State.

Merle Strong, Director
Roger Lambert, Associate Director

WISCONSIN VOCATIONAL STUDIES CENTER
Box 49, 321 Education Building
University of Wisconsin
Madison, Wisconsin 53706

Place stamp
here

For further information on this or other Center activities, contact:

Wisconsin Vocational Studies Center
321 Education Building
University of Wisconsin-Madison
Madison, Wisconsin 53706

608-263-3696